

Job Application for Position Downgrade

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a consideration for a downgrade in my current position from [Your Current Position] to [Desired Position]. This decision is motivated by my desire to improve my work-life balance, which I believe would ultimately enhance my productivity and job satisfaction.

During my time in [Current Position], I have greatly valued the opportunities for professional growth and development. However, I have come to realize that the demands of my current role have been impacting my personal well-being. By transitioning to [Desired Position], I am confident that I can contribute effectively while also maintaining a healthier balance in my life.

I appreciate your understanding and support in this matter. I am open to discussing how my skills can still align with the objectives of our team in this new capacity. Thank you for considering my request.

Sincerely,

[Your Name]