

Job Application for Position Downgrade

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 downgrade from my current position as [Your Current Position] to [Desired Position] due to personal reasons that require my attention and commitment at this time.

While I have greatly valued my experience in my current role, I believe that transitioning to [Desired Position] will allow me to maintain my contributions to the team while better managing my personal circumstances. I am confident that my skills and experience will still be beneficial in the [Desired Position].

I appreciate your understanding and support regarding this matter. I am more than willing to discuss this request further at your earliest convenience.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]