

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]

Subject: Request for Position Downgrade

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a downgrade in my current position as [Current Position] to [Desired Position], due to health reasons that have made it increasingly challenging for me to fulfill the demands of my current role.

Over the past few months, I have been experiencing [briefly explain health issue, e.g., chronic fatigue, stress-related conditions] which have affected my ability to perform at my optimal level. After consultations with my healthcare provider, it has been advised that a change to a less demanding position would significantly aid my recovery and well-being.

I am committed to maintaining my contributions to [Company's Name] and believe that transitioning to [Desired Position] will allow me to continue to do so effectively. I am confident that my skills and experience remain valuable to the team, and I am eager to bring my knowledge to this new role.

Thank you for considering my request. I would appreciate the opportunity to discuss this matter further at your earliest convenience.

Sincerely,

[Your Name]