

# Job Application for Position Downgrade

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Hiring Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally request a downgrade in my current position as [Your Current Position] to [Desired Position] within [Company's Name]. While I have enjoyed the responsibilities and challenges of my current role, I am seeking new challenges that align more closely with my career aspirations and professional growth.

In my time at [Company's Name], I have developed valuable skills and insights that I believe would be beneficial in the [Desired Position]. My desire is to contribute further to the team and the company while pursuing a role that provides both new experiences and opportunities for learning.

I am eager to discuss my request further and explore how I can effectively transition into the [Desired Position]. Thank you for considering my application. I look forward to your response.

Sincerely,  
[Your Name]