

Job Application for Position Downgrade

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 position downgrade within [Company's Name]. After careful consideration, I have realized that my current role as [Your Current Position] has been increasingly demanding and has resulted in significant stress. I am seeking a position that allows for a better work-life balance while still contributing positively to the company.

With my experience in [Relevant Experience/Skills], I believe transitioning to [Desired Position] would not only align better with my current needs but also enable me to maintain high productivity and morale. I am confident that this change will enhance my contributions to the team.

I appreciate your understanding and consideration of my request. I am open to discussing this matter further at your earliest convenience.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]