

Request for Job Role Adjustment

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 an adjustment to my current job role as [Your Current Job Title] within [Department/Team Name]. After careful consideration and reflection on my responsibilities and contributions to the team, I believe that a role adjustment would better align with my skills and career aspirations.

In particular, I am interested in [Describe the new role or responsibilities you are seeking]. I believe that this adjustment would not only enhance my professional development but also allow me to contribute more effectively to our team's goals.

Thank you for considering my request. I am more than happy to discuss this further at your convenience and explore any opportunities that could arise from this adjustment.

Best regards,

[Your Name]

[Your Job Title]