

Date:

Subject: Approval of Voluntary Demotion Request

Dear

We have received and reviewed your request for voluntary demotion from your current position of to the position of .

After careful consideration, your request has been approved. The change in your position will become effective on . Your revised job title will be and any changes in your compensation, responsibilities, and reporting structure will also take effect from this date.

Please contact if you have questions regarding your new role or require further clarification.

We appreciate your professionalism and dedication to the organization.

Sincerely,