



---

## REQUEST FOR VOLUNTARY DEMOTION

I, \_\_\_\_\_, hereby request a voluntary demotion/  
reassignment from \_\_\_\_\_ to

\_\_\_\_\_ and I make this request as a voluntary  
act on my part for the following reason(s):

---

---

---

---

---

I make this request with the full knowledge and understanding that when granted the request will result in a reduction of my salary commensurate with the adopted salary schedule for the assignment for which I am submitting this request. I further understand that this request will be granted in accordance with established guidelines.

I wish for this voluntary demotion to take effect \_\_\_\_\_ .

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Personnel Specialist

\_\_\_\_\_  
Date

---

copy: Personnel File

Fax: 485-3635