

DEMOTION LETTER

To: _____

From: _____

Subject:

Official Notice of Demotion

Dear Employee,

Purpose of Letter:

This letter serves as formal notification of your demotion effective immediately. The decision has been made following a comprehensive review of your performance and conduct, which has not met the standards required for your current position.

New Position and Responsibilities:

You will be reassigned to the position of _____, which entails the following duties and responsibilities:

_____. You are expected to perform all assigned duties in a professional and competent manner, adhering to all company policies and procedures.

Compensation and Benefits:

With this change in position, your compensation will be adjusted accordingly. Your new salary will be \$ _____ per annum/hour, payable according to standard payroll procedures. All benefits and entitlements associated with your new position shall apply.

Performance Expectations:

It is expected that you will strive to meet or exceed the performance standards established for your new position. Continued failure to perform satisfactorily may lead to further disciplinary action, up to and including termination of employment.

Acknowledgment:

Please acknowledge receipt and understanding of this demotion letter by signing below. Your signature does not indicate agreement but confirms you have received and read this document.

Legal Compliance:

This demotion is consistent with all applicable federal, state, and local laws, and the policies of the company. Nothing in this letter alters the at-will nature of your employment, unless otherwise specified in a written agreement.

Right to Appeal:

You have the right to request a meeting with Human Resources or management within ____ days to discuss this

demotion.

Contact Information:

Should you have any questions regarding this demotion or your new role, please contact the Human Resources Department at _____.

Sincerely,

Manager / Supervisor Signature

Date

Employee Signature

Date

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