Date: [Insert Date]

To: [Employee Name]

Position: [Current Job Title]

Subject: Notice of Disciplinary Demotion

Dear [Employee Name],

This letter serves as formal notification that your employment status with [Company Name] is being changed. Due to continued poor performance in your current role as [Current Job Title], you are being demoted to the position of [New Job Title], effective [Effective Date].

This decision follows our previous discussions and formal warnings regarding your performance on [Date of First Warning] and [Date of Second Warning]. Specifically, you have failed to meet the required standards in the following areas:

- [Specific Performance Issue 1]
- [Specific Performance Issue 2]
- [Specific Performance Issue 3]

Despite the support and training provided, the necessary improvements have not been achieved. As a result of this demotion, your new compensation will be [New Salary/Wage Amount] per [Hour/Month/Year]. Your new supervisor will be [Supervisor Name].

Please be advised that this demotion is a final attempt to align your skills with a role that meets company expectations. Continued failure to perform at an acceptable level in your new position or any further violations of company policy may lead to further disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your permanent personnel file.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand the terms of my demotion.

_____
[Employee Signature] / [Date]