Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

From: [Manager Name/HR Department]

Subject: Notice of Disciplinary Demotion for Unprofessional Conduct

Dear [Employee Name],

This letter serves as formal notification that your employment status is being changed from [Current Job Title] to [New Job Title], effective [Effective Date]. This action is a disciplinary demotion resulting from your continued unprofessional conduct.

The specific reasons for this decision include:

- [Description of specific incident on Date]
- [Reference to previous warnings or discussions regarding conduct]
- [Specific company policy or code of conduct violated]

As a result of this demotion, your new compensation will be [New Salary/Hourly Rate], and your new reporting manager will be [New Manager Name]. Your duties will now align with the job description for the [New Job Title] position.

Please be advised that maintaining professional behavior is a requirement for continued employment. We expect to see immediate and sustained improvement in your conduct. Failure to meet the professional standards of your new role or further violations of company policy may result in further disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your permanent personnel file. If you have any questions regarding these changes, please contact the Human Resources department.

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]

Employee Acknowledgment:

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

Signature: _____ Date: _____