Date: [Insert Date]

To: [Employee Name]

Position: [Current Job Title]

From: [Manager Name/HR Department]

Subject: Notice of Demotion due to Policy Violation

Dear [Employee Name],

This letter serves as formal notification that your employment status with [Company Name] is being changed. Effective [Effective Date], you are being demoted from the position of [Current Title] to the position of [New Title].

This decision has been made following an investigation into your violation of company policy regarding [Name of Policy, e.g., Code of Conduct, IT Usage, or Safety Protocols]. Specifically, it was determined that on [Date of Incident], you [Brief Description of the Violation].

As a result of this change in position, your new compensation will be [New Salary/Hourly Rate] per [Period], and you will report directly to [New Supervisor Name]. Your duties will now include:

- [New Duty 1]
- [New Duty 2]
- [New Duty 3]

Please be advised that further violations of company policy or failure to perform the duties of your new role may lead to additional disciplinary action, up to and including termination of employment.

We hope that this transition allows you to realign your performance with company standards. Please sign below to acknowledge receipt of this letter.

Sincerely,

[Signature]

[Printed Name]
[Title]

Employee Acknowledgment:

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

Signature: _____ Date: _____