Date: [Insert Date]

To: [Employee Name]
Position: [Current Job Title]
Employee ID: [Insert ID Number]

Subject: Notice of Disciplinary Demotion - Chronic Absenteeism

Dear [Employee Name],

This letter serves as formal notification that your employment status is being reclassified. Effective [Effective Date], you are being demoted from your position as [Current Job Title] to [New Job Title].

This decision is a result of your chronic absenteeism and failure to adhere to the company's attendance policy. Despite previous verbal warnings on [Date] and a written warning on [Date], your attendance has not met the required standards for your current role. Specifically, you have recorded [Number] unexcused absences over the past [Time Period].

As a result of this demotion:

- Your new reporting manager will be [Manager Name].
- Your new hourly rate/salary will be [New Amount], effective [Date].
- Your primary responsibilities will now include [List Brief Duties].

Please be advised that consistent attendance is a fundamental requirement of your new position. We expect immediate and sustained improvement. Further instances of unexcused absenteeism or tardiness may result in additional disciplinary action, up to and including termination of employment.

If you have questions regarding this change, please contact the Human Resources department.

Sincerely,

[Sender Name]
[Sender Title]

Employee Acknowledgment:

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

Signature: _____ Date: _____