Date: [Insert Date]

To: [Employee Name]

Position: [Current Leadership Job Title]

From: [Manager Name/HR Department]

Subject: Notice of Disciplinary Demotion

Dear [Employee Name],

This letter serves as formal notification that you are being demoted from your position as [Current Title] to the position of [New Title], effective [Effective Date].

This decision follows a formal review of your performance in a leadership capacity. Specifically, you have failed to meet the expectations of your role due to the following reasons:

- [Insert specific failure, e.g., failure to manage team output]
- [Insert specific failure, e.g., inability to maintain professional conduct]
- [Insert specific failure, e.g., failure to follow company protocols despite previous warnings]

As a result of this demotion, your new compensation will be [New Salary/Wage Amount], and your reporting supervisor will be [New Supervisor Name]. You are expected to transition your current leadership responsibilities to [Name] by [Transition Date].

Please be advised that this is a disciplinary action. We expect you to perform the duties of your new role with diligence. Failure to show immediate and sustained improvement in your performance or conduct may lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge receipt of this letter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand its contents.

Signature: _____ Date: _____