Date: [Insert Date]

To: [Employee Name]

From: [Manager/HR Name]

Subject: Notice of Demotion

Dear [Employee Name],

This letter serves as formal notification that your position within [Company Name] is being changed from [Current Job Title] to [New Job Title], effective [Effective Date].

This decision follows an investigation into an act of insubordination that occurred on [Date of Incident]. Specifically, you [briefly describe the insubordinate behavior, e.g., refused to follow a direct lawful order from your supervisor regarding X]. Such behavior is a violation of our company policy regarding [Policy Name/Section].

As a result of this demotion:

- Your new reporting manager will be [New Manager Name].
- Your new salary/wage will be [New Salary Amount], effective [Date].
- Your updated job responsibilities are attached to this letter.

Please be advised that any further instances of insubordination or failure to meet the expectations of your new role may result in 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:

Signature: _____ Date: _____