Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID Number]

From: [Manager Name/HR Department]

Subject: Notice of Demotion due to Safety Protocol Violation

Dear [Employee Name],

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

This decision follows a formal investigation into the safety incident that occurred on [Date of Incident]. It was determined that your actions constituted a serious violation of company safety protocols, specifically: [List specific policy or safety rule violated].

The details of the violation are as follows:
[Brief description of the incident and the safety risks created].

Maintaining a safe working environment is a primary priority for [Company Name]. Because your conduct failed to meet the safety standards required for your current level of responsibility, management has determined that a demotion is necessary to ensure the continued safety of yourself and your colleagues.

As a result of this demotion, your new compensation will be [New Salary/Hourly Rate] per [Pay Period]. You will report to [Manager Name] in the [Department Name] department.

Please be advised that any further violations of company policy or safety procedures may result in further disciplinary action, up to and including termination of employment.

You are required to attend a mandatory safety retraining session on [Date/Time] at [Location].

Please sign below to acknowledge receipt of this letter.

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: _____