Date: [Insert Date]

To: [Employee Name]

Position: [Current Job Title]

Subject: Notice of Demotion due to Breach of Confidentiality

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 Job Title] to the position of [New Job Title].

This decision follows a formal investigation into a reported breach of confidentiality. Specifically, it was determined that on [Date of Incident], you [describe the specific breach, e.g., disclosed sensitive client data/shared internal financial reports] to [unauthorized party].

This action is a direct violation of the [Company Name] Confidentiality Agreement and the Employee Code of Conduct, both of which you signed on [Date Signed]. Protecting proprietary information is a fundamental requirement of your current role, and this breach has resulted in a loss of trust regarding your ability to handle sensitive materials at a senior level.

The terms of your demotion are as follows:

- **New Job Title:** [New Job Title]
- **Reporting Manager:** [Manager Name]
- **New Salary/Wage:** [Amount] per [Hour/Year]
- **Key Responsibilities:** [Briefly list primary duties]

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

You are required to return any keys, access badges, or company property associated with your previous role that are no longer required for your new position by [Date].

Please sign below to acknowledge receipt of this letter and your understanding of the terms of your demotion.

Sincerely,

[Name of Manager/HR Representative]
[Title]
[Company Name]

Employee Acknowledgment:

_____
[Employee Signature]

_____
[Date]