Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Subject: Notice of Demotion due to Loss of Required Certification

Dear [Employee Name],

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

As outlined in your job description and the company policy manual, maintaining a valid [Name of Certification] is a mandatory requirement for your current role. Our records indicate that your certification [expired/was revoked/was not obtained] as of [Date].

Because you no longer meet the minimum qualifications required for the position of [Current Job Title], the company has made the decision to reassign you to a role that does not require this specific credential.

Changes to Employment Terms:

- **New Position:** [New Job Title]
- **New Department:** [Department Name]
- **Reporting Manager:** [Manager Name]
- **New Salary/Wage:** [Amount] per [Hour/Month/Year]

Please note that if you successfully regain your [Name of Certification] in the future, you may apply for open positions that require it; however, reinstatement to your previous role is not guaranteed.

Please sign below to acknowledge receipt of this letter and your understanding of the changes to your employment status.

Sincerely,

[Name of Manager/HR Representative]
[Title]

Employee Acknowledgment:

_____
[Employee Signature]

[Date]