[Company Name]

[Date]

To: [Employee Name]
Position: [Current Job Title]

Subject: Notice of Disciplinary Demotion

Dear [Employee Name],

I am writing to formally notify you of the outcome of the disciplinary hearing held on [Date of Hearing] regarding allegations of gross misconduct. The hearing was attended by [Names of attendees].

After reviewing the evidence and your responses, the company has concluded that your actions, specifically [describe the incident(s) of gross misconduct], constitute a serious breach of company policy and your employment contract.

While the company reserves the right to terminate employment for gross misconduct, it has been decided on this occasion to offer a disciplinary demotion as an alternative to dismissal. This decision was made based on [mention mitigating factors, if any].

The details of your demotion are as follows:

- **New Job Title:** [New Position]
- **Effective Date:** [Date]
- **New Salary/Wage:** [Amount]
- **New Reporting Manager:** [Manager Name]

Your existing employment contract will be updated to reflect these changes. Please be advised that this letter also serves as a Final Written Warning. Any further instances of misconduct may result in immediate dismissal without notice.

You have the right to appeal this decision. If you wish to appeal, you must submit a written request to [Name of Person/HR Department] within [Number] working days of receiving this letter, stating the grounds for your appeal.

Please sign and return the attached copy of this letter to confirm your acceptance of these new terms of employment.

Yours sincerely,

[Name]
[Job Title]
[Company Name]

Employee Acknowledgment:

I accept the demotion and the terms outlined above.

Signature: _____ Date: _____