Date: [Insert Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: Notice of Demotion in Lieu of Termination

Dear [Employee Name],

This letter serves as formal notification regarding your employment status with [Company Name]. As previously discussed during our meeting on [Date of Meeting], your performance/conduct has been under review due to [briefly state reason, e.g., failure to meet sales targets / breach of safety protocols].

Based on the severity of these issues, your employment was subject to termination. However, the company has decided to offer you a demotion to the position of [New Job Title] as an alternative to termination, effective [Effective Date].

Please be advised of the following changes to your employment terms:

- **New Position:** [New Job Title]
- **Reporting Manager:** [Manager Name]
- **New Salary/Wage:** [New Amount]
- **Primary Responsibilities:** [Brief description of duties]

Acceptance of this role is voluntary. If you choose to accept this demotion, you will be expected to meet all performance standards associated with the new role. Failure to improve or any further policy violations will result in immediate termination of employment.

If you do not wish to accept this position, your employment with [Company Name] will be terminated effective [Date].

Please sign and return a copy of this letter by [Deadline Date] to indicate your acceptance of these terms.

Sincerely,

[Signature]

[Printed Name]
[Title]

Employee Acknowledgment:

I, [Employee Name], accept the demotion to the position of [New Job Title] under the terms outlined above.

Signature: _____ Date: _____