[Company Name]

[Date]

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

Subject: Notice of Disciplinary Demotion during Probationary Period

Dear [Employee Name],

This letter serves as formal notification that your employment status is being changed. Effective [Date], you are being demoted from the position of [Current Position] to the position of [New Position].

This action is being taken due to your failure to meet the required performance standards and conduct expectations during your probationary period. Specifically, the following issues were identified:

- [Description of specific performance or conduct issue]
- [Description of specific performance or conduct issue]

As a result of this demotion, your new compensation will be [New Salary/Wage Amount] per [Hour/Month/Year]. Your reporting supervisor will now be [Manager Name].

Please note that your probationary period will [be extended by X months / continue until Date] to ensure you can meet the requirements of this new role. Failure to show immediate and sustained improvement in this new position may lead to further disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your permanent personnel file.

Sincerely,

[Sender Name]
[Sender Title]

Acknowledgment of Receipt:

I acknowledge that I have received a copy of this letter and understand its contents.

_____
[Employee Signature]

[Date]