Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Current Position: [Current Job Title]

Subject: Notice of Disciplinary Demotion due to Negligence of Duty

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 Title] to the position of [New Title].

This decision has been made following a formal review of your performance and conduct. Specifically, it has been determined that you have engaged in negligence of duty. The instances of negligence include:

- [Date/Incident 1: Description of failure to perform duties]
- [Date/Incident 2: Description of failure to perform duties]
- [Reference to previous warnings or discussions regarding performance]

Your failure to uphold the responsibilities of your current role has resulted in [mention impact, e.g., safety risks, financial loss, or operational delays]. Consequently, management has determined that you are no longer suited for the requirements of your current position.

The terms of your demotion are as follows:

- **New Job Title:** [New Title]
- **New Reporting Supervisor:** [Name of Supervisor]
- **New Salary/Wage:** [New Amount] per [Hour/Month/Year]
- **Location:** [Department/Office Location]

Please be advised that this is a final disciplinary action. You are expected to perform the duties of your new role with full diligence. Any further instances of negligence or failure to adhere to company policies will result in further disciplinary action, up to and including termination of employment.

You are required to report to [Name/Department] on [Date] at [Time] to begin your transition and receive your updated job description.

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand the terms of my demotion.

Signature: _____ Date: _____