

Date: [Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: Notice of Demotion

Dear [Employee Name],

This letter is to formally notify you of the decision to demote you from your current position of [Current Job Title] to the position of [New Job Title], effective [Effective Date].

As you are aware, you were placed on a Performance Improvement Plan (PIP) on [Start Date] which concluded on [End Date]. The goal of this plan was to address specific performance deficiencies in the areas of [List Key Areas, e.g., output, quality, leadership].

Following a final review of your performance during this period, it has been determined that the required improvements outlined in the PIP have not been consistently met. Specifically, [Briefly Mention Failed Metrics or Outcomes]. Consequently, the company has decided that a demotion is the necessary course of action to align your responsibilities with your current performance levels.

As a result of this change, your new compensation will be [New Salary/Hourly Rate], and you will now report to [New Supervisor Name]. Your benefits [will remain the same / will be adjusted as follows: List Changes].

Your new job description and a list of updated responsibilities are attached to this letter. We will meet on [Date/Time] to discuss your transition and any questions you may have regarding your new duties.

Please sign below to acknowledge receipt of this notice.

Sincerely,

[Your Name]

[Your Title]

Employee Acknowledgment:

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

Signature: _____ Date: _____