

[Date]

[Employee Name]

[Current Job Title]

[Department]

**Subject: Notice of Demotion**

Dear [Employee Name],

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

This decision is a result of your continued poor performance in your current role. Specifically, we have noted the following areas where expectations have not been met:

- [List specific performance issue or failed goal]
- [List specific performance issue or failed goal]

Despite previous discussions and the implementation of [mention Performance Improvement Plan or prior warnings], the required improvements in your performance have not been achieved or sustained.

As a result of this change in position, your compensation and benefits will be adjusted as follows:

- **New Salary/Wage:** [New Amount]
- **New Reporting Manager:** [Manager Name]
- **New Work Schedule:** [Schedule details, if applicable]

Please report to [Name/Location] on [Date/Time] to begin your new duties. Your new manager will provide you with a revised job description and discuss the expectations for this role.

We hope that you will succeed in this new capacity. If you have any questions regarding these changes, please contact the Human Resources department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Employee Acknowledgment:**

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

\_\_\_\_\_  
[Employee Signature]

Date: \_\_\_\_\_