

**Date:** [Date]

**To:** [Employee Name]

**Employee ID:** [ID Number]

**From:** [Manager/HR Name]

**Subject:** Notice of Disciplinary Action and Job Demotion

Dear [Employee Name],

This letter serves as formal notification regarding disciplinary action being taken against you, resulting in a demotion from your current position. This decision follows a review of [mention previous warnings/performance reviews/incidents] and our meeting held on [Date of Meeting].

**Reason for Action:**

The specific reasons for this disciplinary action are as follows:  
[Insert detailed description of performance issues or policy violations].

**Demotion Details:**

Effective [Date], your role will change as follows:

- **Current Position:** [Current Job Title]
- **New Position:** [New Job Title]
- **New Reporting Manager:** [Manager Name]
- **Adjusted Salary:** [New Salary/Hourly Rate]

**Expectations:**

In your new role, you are expected to fulfill all responsibilities outlined in the attached job description. We will monitor your performance closely over the next [Number] days to ensure you are meeting the required standards. Failure to demonstrate immediate and sustained improvement may lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and understand the terms of your demotion.

Sincerely,

[Signature]

[Printed Name]

[Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this notice and have discussed its contents with my supervisor.

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

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