

[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Notice of Reclassification Due to Performance

Dear [Employee Name],

This letter serves as formal notification that your employment status and job title are being reclassified effective [Effective Date].

As previously discussed during our performance reviews on [Dates of Meetings], your performance in your current role as [Current Job Title] has not met the required standards or objectives outlined in your Performance Improvement Plan (PIP). Specifically, the following areas remain below expectations: [List specific performance issues].

Consequently, the company has decided to reclassify your position to [New Job Title] within the [New Department/Team] department. This change involves the following adjustments:

- **New Reporting Manager:** [Manager Name]
- **New Compensation Rate:** [New Salary/Wage Amount]
- **Revised Duties:** [Brief description of new responsibilities]

Please note that this reclassification does not reset your tenure with the company. However, you will be expected to meet all performance standards associated with this new role immediately. Failure to demonstrate consistent improvement or maintain the standards of this new position may lead to further disciplinary action, up to and including termination of employment.

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acknowledgment of Receipt:

[Employee Signature]

[Date]