

[Date]

[Employee Name]
[Employee Address]

Subject: Invitation to Disciplinary Meeting Regarding Potential Demotion

Dear [Employee Name],

You are required to attend a formal disciplinary meeting to discuss your continued employment status and the proposal of a formal demotion from your current position as [Current Job Title].

The meeting will take place on:

- **Date:** [Date of Meeting]
- **Time:** [Time of Meeting]
- **Location:** [Location/Video Link Details]
- **Chairperson:** [Name of Manager/HR Representative]

The purpose of this meeting is to discuss the following concerns regarding your performance/conduct:

- [Insert specific reason 1, e.g., Failure to meet KPIs despite previous warnings]
- [Insert specific reason 2, e.g., Inability to perform core supervisory duties]
- [Insert reference to previous warnings or performance improvement plans]

As a result of these ongoing concerns, the company is considering demoting you to the position of [Proposed New Job Title]. This would involve a change in your duties and a corresponding adjustment to your salary and benefits.

You have the right to be accompanied at this meeting by a work colleague or a trade union representative. If you wish to be accompanied, please provide the name of your chosen companion by [Date/Time].

During the meeting, you will be given the opportunity to respond to the concerns raised and provide any mitigating circumstances you wish to be considered before a final decision is made.

Please confirm your attendance by contacting [Name] at [Email/Phone Number] no later than [Date].

Yours sincerely,

[Signature]

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