

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Acknowledgment of Appeal Regarding Demotion Decision

Dear [Employee Name],

This letter is to formally acknowledge that we have received your written appeal dated [Date of Appeal Letter] regarding the decision to demote you from the position of [Former Job Title] to [New Job Title].

We understand your request for a formal review of this decision. Our appeals committee will review the documentation you provided along with the original decision records. If a formal hearing is required, you will be notified of the scheduled date, time, and location within [Number] business days.

The review process is expected to be completed by [Date]. You will receive a written notification of the final decision once the process is concluded. Please note that until the appeal process is finished, the current demotion status remains in effect.

If you have any questions regarding the next steps, please contact the Human Resources Department at [Phone Number/Email].

Sincerely,

[Signature]

[Name of HR Representative/Manager]

[Job Title]

[Company Name]