

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Notice of Disciplinary Demotion and Transfer

Dear [Employee Name],

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

This action is being taken as a result of the following disciplinary issues: [Insert brief description of performance failures or misconduct]. This decision follows previous discussions and warnings dated [Insert Dates of Prior Warnings, if applicable].

As a result of this demotion and transfer, the following changes will occur:

- **New Reporting Supervisor:** [Supervisor Name]
- **New Salary/Wage:** [New Amount]
- **New Work Schedule:** [Insert Hours/Days]

You are expected to report to your new work location at [Insert Location] on [Start Date] at [Start Time]. Please return any company property associated with your previous role, such as keys or access badges, to [Name/Department] by [Date].

Please be advised that further instances of misconduct or failure to meet performance standards in your new role may lead to additional disciplinary action, up to and including termination of employment.

If you have questions regarding this transfer, please contact the Human Resources Department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received a copy of this letter and understand the terms of my demotion and transfer.

[Employee Signature] [Date]