

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Current Position: [Current Job Title]

Subject: Notice of Disciplinary Demotion and Transfer

Dear [Employee Name],

This letter serves as official notification that your employment status with [Company Name] is being changed. Effective [Effective Date], you are being demoted and transferred from your current position as [Current Job Title] to the position of [New Job Title] within the [New Department/Branch] department.

This decision has been made following a formal review of your [performance/conduct], specifically regarding the following issues:

- [Description of incident or performance failure 1]
- [Description of incident or performance failure 2]

These actions represent a violation of [Company Policy Name/Code of Conduct] and persist despite previous [verbal/written] warnings issued on [Dates of previous warnings].

Terms of Demotion:

- **New Title:** [New Job Title]
- **New Supervisor:** [Manager Name]
- **Adjusted Salary:** [New Salary Amount] per [hour/year]
- **Location:** [New Office/Site Location]

Please report to [Manager Name] at [Time] on [Effective Date] at the new location. Your new supervisor will provide you with a revised job description and performance expectations for this role.

Please be advised that this is a final warning. Failure to show immediate and sustained improvement in your performance and adherence to company policies will result in further disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your permanent personnel file. Please sign below to acknowledge that you have received this notice and understand the terms of your transfer.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Employee Acknowledgment:

I acknowledge receipt of this letter and understand the terms of my demotion and transfer.

Signature: _____ Date: _____