

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Current Position:** [Insert Current Job Title]

**Subject: Notice of Disciplinary Demotion and Transfer**

Dear [Employee Name],

This letter serves as formal notification that a decision has been made to demote and transfer you from your current position, effective [Effective Date].

This action is being taken as a result of the following misconduct:

[Insert detailed description of the incident(s), dates, and specific company policies violated].

Following a formal review of these events, the management team has determined that your continued employment in your current capacity is no longer viable. Therefore, you are being reassigned as follows:

- **New Position Title:** [Insert New Job Title]
- **New Department:** [Insert New Department]
- **New Reporting Supervisor:** [Insert Supervisor Name]
- **New Salary/Wage:** [Insert New Salary Amount]

Please be advised that this is a final warning. Any further instances of misconduct or failure to meet the performance standards of your new role will result in further disciplinary action, up to and including termination of your employment.

You are required to report to your new supervisor at [Time] on [Date] at [Location/Office]. Please return any keys, access badges, or company equipment related to your previous role to Human Resources by [Time/Date].

A copy of this letter will be placed in your permanent personnel file.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

**Employee Acknowledgment:**

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

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Employee Signature

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Date