

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Notice of Disciplinary Demotion and Transfer

Dear [Employee Name],

This letter serves as formal notification that you are being demoted from your current position of [Current Job Title] to the position of [New Job Title], effective [Effective Date]. This action is a result of continued poor performance in your current role.

Despite previous discussions, performance reviews, and the Performance Improvement Plan (PIP) initiated on [Date], your performance has not met the required standards for your current position. Specifically, you have failed to improve in the following areas:

- [Specific Failure 1]
- [Specific Failure 2]
- [Specific Failure 3]

As part of this demotion, you will be transferred to the [New Department/Location] department. Your new reporting manager will be [Manager Name].

Please be advised of the following changes to your employment terms:

- **New Salary/Wage:** [New Amount]
- **New Work Schedule:** [Insert Schedule]
- **Key Responsibilities:** [Brief Description of New Duties]

We hope that this transition will allow you to succeed in a role better suited to your current skill set. Please note that further disciplinary action, up to and including termination of employment, may occur if your performance does not meet the standards of this new role.

If you have any 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 this letter and understand the terms of my demotion and transfer.

Signature: _____ Date: _____