

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Notice of Disciplinary Demotion and Departmental Transfer

Dear [Employee Name],

This letter serves as formal notification that your employment status with [Company Name] is being changed due to [State Reason: e.g., repeated performance failures / specific disciplinary incident / violation of policy].

Following our meeting on [Date of Meeting], it has been decided that you will be demoted and transferred from your current position. Effective [Effective Date], the following changes will occur:

- **Current Position:** [Current Job Title]
- **New Position:** [New Job Title]
- **Current Department:** [Current Department Name]
- **New Department:** [New Department Name]
- **Reporting Manager:** [Name of New Manager]
- **New Salary/Wage:** [New Amount]

This action is being taken in accordance with [Company Policy Name/Section]. We believe this transfer provides an opportunity for you to improve your performance and contribute effectively in a different capacity.

Please note that any further violations of company policy or failure to meet the performance standards of your new role may result in further disciplinary action, up to and including termination of employment.

You are required to report to your new supervisor, [Manager Name], at [Time] on [Date] at [Location/Office].

Please sign below to acknowledge that you have received this letter and understand the terms of your demotion and transfer.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge receipt of this letter and understand the changes to my employment status.

Signature: _____ Date: _____