

[Date]

[Employee Name]  
[Employee ID]  
[Current Department]

**Subject: Notice of Mandatory Relocation and Disciplinary Demotion**

Dear [Employee Name],

This letter serves as formal notification regarding a change in your employment status with [Company Name]. Following a review of [reason for disciplinary action, e.g., performance issues or conduct], the management has decided to implement a disciplinary demotion and mandatory relocation, effective [Effective Date].

**1. Change of Position and Compensation**

You are being demoted from your current position of [Current Job Title] to the position of [New Job Title]. Your new salary/wage will be [New Amount] per [hour/year]. You will report directly to [New Supervisor Name].

**2. Mandatory Relocation**

As part of this disciplinary action, you are required to relocate to our office/facility located at:

[New Office Address]  
[City, State, Zip Code]

**3. Reporting Instructions**

Your last day at your current location will be [Date]. You are expected to report to your new location and begin your new duties on [Date] at [Time].

**4. Expectations and Future Conduct**

Please be advised that this is a final warning. Failure to comply with this relocation or any further violations of company policy will result in further disciplinary action, up to and including immediate termination of employment.

Please sign below to acknowledge receipt of this letter and your understanding of the terms stated above.

Sincerely,

[Manager Signature]  
[Manager Printed Name]  
[Title]

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**Employee Acknowledgment:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_