

CONFIDENTIAL

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

From: [Manager Name/HR Representative]

Subject: Notice of Disciplinary Demotion and Transfer

Dear [Employee Name],

This letter serves as formal notification regarding the decision to demote and transfer you from your current position of [Current Job Title] to the position of [New Job Title] within the [New Department/Branch] department.

Reason for Action

This disciplinary action is being taken due to [Reference specific policy violations, performance failures, or conduct issues]. Specifically, [Detailed description of the incident or ongoing performance deficiency]. These issues were previously discussed with you on [Date of prior warnings or meetings].

Terms of Transfer

Your transfer and change in rank will be effective as of [Effective Date]. Your new reporting supervisor will be [New Manager Name].

Compensation Adjustment

As a result of this demotion, your compensation will be adjusted to reflect the salary range of the new position. Effective [Date], your new salary/hourly rate will be [New Amount].

Expectations

It is expected that you will perform the duties of your new role in accordance with company standards. Failure to show immediate and sustained improvement in your performance or conduct may result in further disciplinary action, up to and including termination of employment.

Confidentiality

The details of this disciplinary action are confidential. You are expected to maintain professional discretion regarding this matter within the workplace.

Please sign below to acknowledge that you have received this letter and understand its contents.

Sincerely,

[Signature]

[Name of Authorized Official]

[Title]

Acknowledgment of Receipt:

[Employee Signature]

[Date]