

Date: [Insert Date]

To: [Employee Name]

Job Title: [Current Job Title]

Employee ID: [Insert ID Number]

**Subject: FINAL WRITTEN WARNING AND NOTICE OF DISCIPLINARY
DEMOTION AND TRANSFER**

Dear [Employee Name],

This letter serves as formal notification that you are being issued a Final Written Warning and are being demoted from your current position of [Current Job Title] to the position of [New Job Title], effective [Effective Date]. As part of this demotion, you will be transferred to the [New Department/Location] department.

Reason for Disciplinary Action:

This action is being taken due to [Directly state the reason: e.g., persistent performance failure, violation of company policy, or specific misconduct]. Specifically, despite previous discussions and warnings on [Dates of previous warnings], the following issues have persisted: [Briefly list specific incidents or metrics].

Terms of Demotion:

As a result of this demotion, your compensation will be adjusted to [New Salary/Hourly Rate] per [Period], effective [Date]. You will report directly to [New Manager's Name].

Expectations and Final Warning:

Please be advised that this is a **Final Written Warning**. You are required to meet all performance standards and conduct requirements associated with your new role immediately. Your performance will be closely monitored over the next [Number] days.

Failure to show immediate and sustained improvement, or any further violations of company policy, will result in further disciplinary action, up to and including the termination of your employment.

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

Sincerely,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand the terms of my demotion and the conditions of this final warning.

Employee Signature

Date