

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Current Position: [Current Job Title]

Subject: Notice of Disciplinary Demotion and Transfer

Dear [Employee Name],

This letter serves as formal notification that [Company Name] has decided to proceed with a disciplinary demotion and a department transfer, effective [Effective Date].

This action is being taken following an investigation into your violation of company policy regarding [Insert Policy Name/Reference, e.g., Code of Conduct]. Specifically, on [Date of Incident], it was determined that [Brief Description of Violation].

As a result of this policy violation, the following changes to your employment status will occur:

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

You are required to report to your new location and manager on [Start Date/Time]. Please coordinate the return of any equipment or access keys related to your current role with [Department Name] by [Date].

Please be advised 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.

If you have any questions regarding this transition, 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.

[Employee Signature]

[Date]