

**DATE:** [Date]

**TO:** [Employee Name]

**ID:** [Employee ID Number]

**FROM:** [Manager Name/HR Representative Name]

**TITLE:** [Title]

**SUBJECT:** NOTICE OF IMMEDIATE DISCIPLINARY DEMOTION AND TRANSFER

Dear [Employee Name],

This letter serves as formal notification that your employment status with [Company Name] is being modified effective immediately. Due to [Insert Reason: e.g., performance deficiencies, violation of company policy, or specific conduct incident], the company has decided to move forward with a disciplinary demotion and a department transfer.

**Details of Change:**

- **Current Position:** [Old Job Title]
- **New Position:** [New Job Title]
- **New Department/Location:** [New Department Name]
- **Reporting Manager:** [New Manager Name]
- **New Salary/Wages:** [New Amount]

**Reason for Action:**

This decision follows [mention previous warnings or the specific incident date]. Specifically, [briefly describe the conduct or performance issue]. Your performance in your current role has not met the required standards as outlined in [Reference Policy or Job Description].

**Immediate Instructions:**

You are required to report to [Location/New Manager] at [Time] on [Date]. Please return any equipment, keys, or access badges associated specifically with your previous role to [Department/Name] by the end of business today. You will be issued new credentials for your transferred location upon arrival.

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

A copy of this letter will be placed in your permanent personnel file. Please sign below to acknowledge receipt of this notification.

Regards,

[Signature]

[Name of Authority]  
[Title]

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**Employee Acknowledgment:**

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

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