

PRIVATE AND CONFIDENTIAL

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Disciplinary Demotion and Transfer

Dear [Employee Name],

This letter serves as formal notification regarding the disciplinary action being taken against you following the disciplinary hearing held on [Date]. During this meeting, we discussed [briefly mention the incident or performance issue, e.g., persistent failure to meet departmental standards / breach of company policy regarding X].

After a thorough review of the facts and your response, the company has decided to implement a disciplinary demotion and a mandatory department transfer, effective [Effective Date].

Changes to Employment Terms:

- **New Position:** [New Job Title]
- **New Department:** [New Department Name]
- **Reporting Manager:** [New Manager Name]
- **New Salary/Wage:** [New Amount] per [Hour/Month/Year]

Your duties and responsibilities will change in accordance with the job description for the new role. Please report to [Location/Office Number] at [Time] on [Date] to begin your new assignment.

This action is being taken in lieu of [Termination/Final Written Warning]. Please be advised that any further instances of misconduct or unsatisfactory performance may lead to further disciplinary action, up to and including termination of employment.

You have the right to appeal this decision. If you wish to do so, you must submit a written appeal to [Name of Senior Manager/HR Contact] within [Number] working days of receiving this letter, stating your grounds for appeal.

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

Sincerely,

[Signature]

[Name of HR Representative/Manager]
[Title]
[Company Name]

Acknowledgment of Receipt:

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

[Employee Signature] [Date]