

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Current Position: [Current Job Title]

Subject: Notice of Management-Initiated Disciplinary Demotion and Transfer

Dear [Employee Name],

This letter serves as formal notification that management has decided to implement a disciplinary demotion and transfer regarding your employment with [Company Name], effective [Effective Date].

Reason for Action

This decision follows a formal review of [mention specific incident or performance issue], which occurred on [Date]. It has been determined that your conduct/performance violated the following company policies: [List specific policies or code of conduct sections].

New Assignment Details

As a result of this disciplinary action, you are being reassigned to the following role:

- **New Job Title:** [New Job Title]
- **New Department/Location:** [New Department/Location]
- **New Reporting Supervisor:** [Name of New Supervisor]
- **New Salary/Wage Rate:** [New Pay Amount]

Expectations

In this new position, you are expected to perform all duties as outlined in the attached job description. Please be advised that any further violations of company policy or failure to meet performance standards in your new role may result in further disciplinary action, up to and including termination of employment.

Appeal Rights

If you wish to appeal this decision, you must submit a written request to the Human Resources Department by [Deadline Date], in accordance with the [Company Name] grievance policy.

Please sign below to acknowledge receipt of this letter.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Employee Acknowledgment:

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

Signature: _____ Date: _____