

DEMOTION LETTER

_____[Company Name]
_____[Company Address]
_____, _____, _____ [City, State, Zip]

_____, 20_____

_____[Employee Name]
_____[Employee Address]
_____, _____, _____ [City, State, Zip]

RE: Demotion Notification

Dear _____ [Employee Name],

It is with regret that we must inform you of a decision made by the management to demote you from your current position as _____ [Current position] to the position of _____ [New position]. This decision is effective from _____, 20_____.

The reasons for this demotion are as follows:

_____ [Demotion reason].

We understand that this decision may be disappointing for you, and it was not made lightly. However, we believe that this change in position will provide you with an opportunity to improve your skills and performance, and contribute more effectively to the team.

In your new role, your responsibilities will include:

_____ [Description of duties]
(Optional)

Your new salary will be _____ [New salary], effective from _____, 20_____.
(Optional)

Please note that this change in position does not affect your other employment benefits, and you will continue to be eligible for the same benefits offered to other employees in your new role.

We have scheduled a meeting on _____, 20_____ to discuss this decision and your new role in more detail. Your direct supervisor, _____ [Supervisor's name], will be present at the meeting to answer any questions you may have and provide support during this transition.

We hope that you will accept this new role and take it as an opportunity for personal and professional growth. Your success is important to us, and we are committed to helping you achieve it.



Please feel free to reach out to [Supervisor's Name] or the Human Resources department if you have any questions or concerns.

Sincerely,

_____ [Company Representative/Sender Signature]

_____ [Company Representative/Sender Name]

_____ [Company Representative/Sender Title]

_____ [Company Name]

