

Demotion Letter

[Date]

To,

Subject - Change in your job position

Hello _____,

In accordance with the company law, this letter is an official notice to inform you regarding the changes in your position as a ____ (mention the changes compensation, reporting, etc.) due to lack of performance after repeated warnings. This change will be in effect from ____.

(Or due to underperformance in the performance report due to the inability to deal with changing environment due to unprofessional behaviour.

due to the company facing financial problems

due to the restructuring of the company.

due to a financial crisis)

You will now report to ____ and your revised salary will be ____.

Your job role will include -

We will review this decision in six months. We sincerely hope you take this on a positive note and try to meet the company's expectations from you.

Kindly report to ____ on ____ to be briefed regarding your new role. Please read through the job description attached to the letter.

Please reply with an acknowledgement to the mail.

Regards,