As of [Date], your new role and title will be [Title] and you will report to [Name of Manager]. This

change is being made in accordance with company policies as a result of [reason for demotion].

[[As of [Date], your salary will be $[Salary] annually]/[Your salary will remain at it’s current

level]].

Sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of Manager/Authorized HR Signatory]

[Date]

Acknowledged and Agreed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of Employee]

[Date]

This form has been prepared for general informational purposes only. It does not constitute legal advice, advertising,

a solicitation, or tax advice. Transmission of this form and the information contained herein is not intended to create,

and receipt thereof does not constitute formation of, an attorney-client relationship. You should not rely upon this

document or information for any purpose without seeking legal advice from an appropriately licensed attorney.

**[This letter addresses the involuntary demotion of an employee]**

[Company Letterhead]

[Date]

[Name of Employee]

**Demotion Letter**

[Address]

[Address]

[Address]

Subject: [New Position/Role/Compensation]

Dear [Name of Employee],

This letter serves to confirm our conversation on [Date] regarding your [change in

role/compensation] at [Company Name].