

Demotion Letter

[This letter addresses the involuntary demotion of an employee]

[Company Letterhead]

[Date]

[Name of Employee]

[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].

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]

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