**Letter of Demotion Format**

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| To: EMPLOYEE NAME  From: SUPERVISOR'S NAME, TITLE  Re: Demotion  Date:  This letter is to advise you that, in compliance with Company policies, you will be demoted to [Employee’s New Job Title] effective [Mention the date]. This demotion is being done because of [Reason for Demotion], our recent discussions, and mutual determination that you are better suited for the new role.  [Additional Information, if any]  Your income and earnings will be decreased to [New Wage] as a result of this demotion.  Within the next [mention the duration], you must make improvements. Failure to make the necessary adjustments or corrections may result in your dismissal.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  SUPERVISOR'S NAME  TITLE  Acknowledgment of Receipt:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  EMPLOYEE NAME Date |

**Demotion Letter Example**

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| To: Ashish Dangi  From: Vatsal Kumar, HR Manager  Re: Demotion  Date: January 15, 2021  This letter is to advise you that, in compliance with Company policies, you will be demoted to Junior Sales Manager effective February 1, 2021. This demotion is being done because of your lower performance, our recent discussions, and mutual determination that you are better suited for the new role.  Your income and earnings will be decreased to INR30,000 per month as a result of this demotion.  Within the next 2 months of demotion, you must make improvements. Failure to make the necessary adjustments or corrections may result in your dismissal.  Supervisor’s Signature  Vatsal Kumar  HR Manager  Acknowledgment of Receipt:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  EMPLOYEE NAME Date |

**Format 1**

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| **To, [Employee’s Full Name]**  **[Designation]**  **DEMOTION NOTICE**  **Current Date**  **Dear [Name of the Employee].**  This is a notice by [Company Name] that, effective [Start Date], you are being demoted from your current job position of [Job Title] to the position of [Insert New Job Title].  This action is being taken as a result of:  [Insert reason for demotion, such as violation of rules or downsizing of management and agreement of employee to accept a lesser position]. This demotion shall be in effect as of [Start Date]. Your salary will be changed from [Insert Old Salary] to [New Salary].  Note that your benefits have changed as indicated below.  **Sick Pay: hours**  **Personal Days: hours**  **Maternity Leave: hours**  **Compensatory Time: hours**  **Personal Days: hours**  **Vacation Days: hours**  I am enclosing a package of information for your reference regarding your demotion. I strongly suggest you read through this in order to understand your rights and obligations. If you have any questions, please contact the Human Resources Manager.  **Human Resources Manager**  **cc: Human Resources Manager**  **Department Manager**  **Personnel File**  **Phone Number** |

**Format 2**

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| [Company Name]  [Date]  [Time]  Memo: New Role at [Company Name]/Demotion Notice for [reason of demotion]  Dear [Employee Name],  "This memo is to follow up on and summarize the conversation we had regarding your change in [clarify if it is a change in role, title, reporting, compensation, etc]."  "Your new [clarify what has changed] will begin on [date]. You will report to your new manager, [insert manager name].  Your new [salary/bonus/commission/etc] will be effective on [date]. (or let them know their overall compensation package won’t change)."  "Regards,  [insert signature]"  Acknowledged and Agreed  "Employee Signature: [have them sign here]" |

**Format 3**

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| [Company Name]  [Date]  To,  [Recipient Name]  [Title]  Dear [Employee Name],  We are writing this letter to inform you about your demotion from [Previous Position] to [Demoted Position] as discussed in our informal meeting on [Meeting Date].  You have been an exceptional employee till the time you got promoted to the [state the position after previous promotion] last year. When you were working as an [position before promotion], seeing your performance the company decided to promote you up the ladder last year. However, since then, your performance has declined tremendously. We gave you a year to prove yourself but the time and your performance certainly indicated your incompetency to handle the managerial tasks and responsibilities. This is why we are forced to demote you and reverse your last year’s promotion.  This demotion will take effect from [Date]. Your annual salary has been revised with a [state the %] decrease to become [AMOUNT].  We care for our employees and we want our employees to perform well for the overall good of the company.  We hope that you will polish your skills further and improve your performance. We hope to see you back soon in the management position. If you have any questions, feel free to contact us.  Regards,  [Your Name]  [Your Title] |