**Employee Demotion Email**

| Subject: New role at [Company Name] - Notice of Demotion  Dear [Employee Name],  We are writing this email to you in regards to your demotion from [current job role] to [new job role]. Effective from [date], you will be reporting to [manager name].  We have taken this decision in compliance with the company policy as a result of [reason for demotion].  Below are the benefits that changed with your new position:   * [mention the benefits]   Regarding your new job role, I am sharing certain documents for you to review. We strongly advise you to read the documents carefully in order to properly understand your roles and responsibilities.  Please do not hesitate to reach me for your questions or any other concern regarding your demotion.  We wish you all the luck for your new role.  Regards,  [Your Name]  [Email Signature] |
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