

Demotion Due to Policy Violation Notice

Date:

To:

From:

Subject: Demotion Notice Due to Policy Violation

Dear ,

This letter serves as official notice of your demotion from the position of to . This action has been taken as a result of your violation of the following company policy:

The details of the violation are as follows:

This decision is effective as of . You are expected to assume your new role and responsibilities immediately. Please note that further violations may result in additional disciplinary action, up to and including termination.

If you have any questions regarding this notice, you may contact .

Sincerely,