

From:

To:

Subject: Employee Demotion Notification

Dear ,

We regret to inform you that, effective , your position will be changed from to . This decision has been made after careful consideration and review of your performance during the recent period. Please note that this change is accompanied by adjustments to your job responsibilities and compensation. We encourage you to discuss with your supervisor for a detailed briefing and support during this transition. Please feel free to reach out if you have any questions regarding this notification or need additional support.

Sincerely,