

Internal Demotion Letter Due to Restructuring

Date:

Employee Name:
Employee Position:
Department:

Dear ,

This letter is to formally inform you that due to organizational restructuring, your position with will be changed from to , effective .

This decision is not a reflection of your performance, but is necessary due to recent structural changes within the company. We appreciate your contribution and hope you will continue to work with us in your new role.

Your new responsibilities will include:

-
-

Your revised compensation and benefits are as follows:

-
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If you have any questions or would like to discuss this change further, please contact .

Thank you for your understanding and continued dedication.

Sincerely,

Name:
Title:
Company: