

# Salary Adjustment Demotion Notification

Date:

To:

From:

Subject: Demotion and Salary Adjustment Notification

DEAR ,

EFFECTIVE DATE

NEW POSITION & SALARY DETAILS

Position:

Previous Position:

New Salary:

Previous Salary:

ADDITIONAL INFORMATION

CONTACT

Please reach out to if you have any questions or require further clarification.

Sincerely,