

Date:

Union Employee Demotion Notice Letter

To:

Employee Name:

Employee ID:

Department:

Union Representative:

Dear

This letter is to inform you that as of
your employment position will be changed from
to

This action is being taken due to
in accordance with the terms of the collective bargaining agreement.

Your new position details are as follows:

- Title:
- Supervisor:
- Salary/Hourly Rate:
- Effective Date:

If you have any questions or wish to discuss this matter further, please contact your union representative.

We appreciate your contributions and expect a smooth transition during this process.

Sincerely,

Title:

Contact Information: