Date:

To

[The Recipient Name]  
[Designation]

Please be advised that this is a formal notification of your demotion and deduction in salary.

This decision will come into effect from [DATE] and you will be demoted to the position of assistant manager. This decision has been taken by the mutual understanding and consensus of myself and all the directors.

We would like to highlight the factors due to which we have taken this decision. Your negligence at work and poor office manners have forced us to take this step. Please review the disciplinary laws of the company and do your best to abide by them.

With thanks.

[Your Name]  
[Designation]

[Company Name]