To

[The Recipient Name]  
[Address]

Downgrading an employee is not stress-free but at times it must be tough. Since you are not up to the grade, there is no option left but to reduce your responsibilities as it is in the favor of both you, and the organization. I’m sorry to inform you that you are reduced to a lower position formally. The reasons which compelled us to take the decision are narrated below:

* You are not working consciously and not paying much attention to the official work for quite some time.
* Poor performance and lack of interest shown by you turned our heads to think this way.
* It is obvious that you lack the caliber for this very position as you failed to fulfill the criteria set for working with our firm.
* You also attended the last meeting which was particularly held to make you realize the importance of being attentive at the workplace.

Keeping in mind all the above-stated reasons, we concluded that it is better to decrease your burdensome job which also meets your level.

[Your Name]  
[Designation]

Date: