Date

To

Recipient Name

Title

Dear Ms. Emily,

We are writing this letter to inform you about your demotion from ‘HR Manager’ to ‘Assistant HR Manager’ as discussed in our informal meeting on 15th January 2019.

You have been an exceptional employee till the time you got promoted to the managerial position last year. When you were working as an assistant manager, seeing your performance the company decided to promote you up the ladder last year. However, since then, your performance has declined tremendously. We gave you a year to prove yourself but the time and your performance certainly indicated your incompetency to handle the managerial tasks and responsibilities. This is why we are forced to demote you and reverse your last year’s promotion.

This demotion will take effect from 1st February 2019. Your annual salary has been revised with a 5% decrease to become $[AMOUNT].

We care for our employees and we want our employees to perform well for the overall good of the company.

We hope that you will polish your skills further and improve your performance. We hope to see you back soon in the management position. If you have any questions, feel free to contact us.

Regards,

James Will.

Title