Date

To

Recipient Name

Title

Dear John,

This letter is being written to serve as a notification about your demotion from ‘Marketing Manager’ to ‘Assistant Marketing Manager’. This will be in effect from 1st March 2019.

All our employees are aware of how the recent recession has affected our company’s financial position. We have been trying to absorb the effects and not burden our employees with those. However, now the finances have gone down and we must take an action for the overall benefit of the company. This is why we are firing some employees and demoting the others.

From 1st march, 2018 onwards, you will be working as an ‘Assistant Marketing Manager’ with a reduced annual salary of $[AMOUNT].

We hope that you understand the company’s situation and continue doing your hard work. If you have questions, feel free to contact at [Contact].

Regards,

Smith Will.

Title