Date

To

Recipient Name

Title

Dear Jennifer,

This letter is being written to inform you about your demotion to ‘Marketing Supervisor’ from ‘Assistant Marketing Manager’. This demotion will be in effect from 1st September 2019.

As you know about the recent merger of our company with ‘XYZ’ Limited, a restructuring is taking place. The employees of both the companies have now to be settled in one company which is why many positions are being eliminated. We have eliminated the position of ‘Assistant Marketing Manager’ and you will be serving as a ‘Marketing Supervisor’.

Although you will still be reporting to the Marketing Manager and doing the same job tasks, your new annual salary will be reduced by X% to become $[AMOUNT].

We hope you continue to work with the utmost effort and prosper the new company. If you have any questions, feel free to contact at [Contact].

Regards,

Samantha George.

Title