[Company Name]  
[Address]

To

[The Recipient Name]

**Re. Recommendation for the Demotion on Account of Rolling Out the Confidence and Breaching Employees’ Confidentiality Rights According to the C-701 Clause of Employees’ Rights Protection 2010**

Dear [Name]

This letter is to serve as a recommendation to the demotion of Mr. Joseph Michael from the Department of Tax and Finance. According to the C-701 Clause of Employees’ Rights Protection 2010, all the employees are liable to keep important information of the company confidential. It may include project management, contractual details, or other internal affairs of the company.

Moreover, it is stated in the law that no employee can reveal personal information about the other employees. As Human Resource is in charge and possesses all the information about the employees, thus, the members of Human Resource are liable to keep the information confidential and not reveal any information.

Such acts committed by an employee can cause revealer’s reprimand in the verbal and written medium. Hence, if not reprimanded, certain disciplinary actions can be taken likewise depending on the gravity of the problem produced.

On 23rd January 20XX, it was reported in the General Management that Mr. Joseph Michael has been working with Human Resource due to a lack of available manpower. The report stated that he has been accused of revealing important information about [X]. Some of the personal credentials were disclosed for inappropriate use. He was reprimanded verbally, and a written warning note was also sent to him (Please find the copy attached).

In the warning letter, he was warned of his immoral and deliberately illegal action and was also told that the warning will lead to strict disciplinary action if not abstained.

I am regretful to state that Mr. Joseph has committed the same act again. He has also confessed that it was done by him that is not acceptable after giving one verbal and one written warning and deterred. Hence, it has been decided by the supervisory committee to take up strict disciplinary measures against Mr. Joseph so that any more acts like this can be halted.

The supervisory committee recommends demoting Mr. Joseph from Senior Finance Manager to Assistant Finance Manager into the B-09 scale of the job. Thus, he is unable to entertain any perks and privileges of a Senior Finance Manager. Further diligence is recommended in the internal affairs of the company. Moreover, it is declared that any other breach of confidence will result in the termination of Mr. Joseph.

A copy of this letter has been sent to the Senior General Manager, Assistant Manager, Managing Director, and Supervisors of all of the departments.

For more please contact at [X].

Regards

Max Cooper  
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Arcadia Groups  
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