

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Notice of Demotion

Dear :

In accordance to our last meeting, we stated that if your ability as department manager did not improve within the trial of three months, we would be force to resort to an action for the betterment of the company. We have monitored your ability as department manager. First, we observed the ability of your staff to complete the work according to your guidelines. Second, we monitored the sales within your department. After three months, there has been no improvement within your area. Though we discussed ways to improve the production of your staff, you did not heed advice and choose to manage in ways that had repeatedly failed. Concerning sales, not only did your sales not improve, yours was the only department to have a 20% decrease.

Therefore, management has thought it best to demote you from the position of sales manager to the position of mail clerk. Perhaps, building from the bottom will aid you in the understanding and production of this company. If you have any questions, please feel free to contact me.

Sincerely,

N A M E