

Disciplinary Demotion Sample Letter

Disciplinary Demotion

(Job Performance, Grossly Inefficient Job Performance, or Personal Conduct) (All disciplinary letters should be presented to Employee Relations for approval before giving this letter to the employee.)

Date

Employee Name

Address

Dear _____:

This letter communicates the company's decision concerning the recommendation for disciplinary action, up to and including dismissal, due to your unsatisfactory job performance [grossly inefficient job performance, or unacceptable personal conduct].

1. On (date), you were given a [Written Warning or Performance Improvement Plan] for job performance because [REASONS].

The specific performance issues [or grossly inefficient job performance or conduct] giving rise to the recommendation for disciplinary action are:

2. Since the [Written Warning or Performance Improvement Plan], you failed to [List of performance issues]

A pre-disciplinary conference was conducted on (date). Present at the conference were you and [name of other attendees]. During the conference you reviewed the activities you had undertaken to improve your performance, including registering for a correspondence course in record keeping. We discussed your communication problems and your lack of sufficient job knowledge to adequately train the assistants assigned to your unit.

Based on our review of all information available, including your comments (or lack of comments) during the pre-disciplinary conference, you are being demoted to (position title and salary grade) effective (date). Your annual salary will be reduced to (dollar amount). This disciplinary action will remain active in your personnel file until (not to exceed 12 months). The demotion and any resulting reduction in pay remain in effect until you move to a position at a higher grade or there is a legislative increase for which you are eligible.

If you have any question, please contact me.

Sincerely,

(Supervisor's Signature)

Departmental files

Employee Records

Director of Human Resources

An employee must have at least one active disciplinary action before he/she can be demoted for unsatisfactory job performance. No prior discipline is required for grossly inefficient job performance or conduct-based action. A draft of a demotion letter must be approved by the Director of Human Resources prior to informing the employee.