



PROPOSAL KIT SAMPLE

SAMPLE CONTRACT PACK DOCUMENT

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Also see this article for proposal and contract writing best practices:



<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

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<<Company>> DEMOTION NOTICE

<<CurrentDate>>

To: <<ContractFirstName>> <<ContractLastName>>, <<ContractJobTitle>>

Re: Notice of Demotion

Dear <<ContractFirstName>> <<ContractLastName>>:

This is a notice by <<Company>> that, effective <<StartDate>>, you are being demoted from your current job position of <<ContractJobTitle>> to the position of << Insert New Job Title >>. This action is being taken as a result of:

<< Insert reason for demotion, such as violation of rules or downsizing of management and agreement of employee to accept a lesser position >>.

This demotion shall be in effect as of <<StartDate>>.

Your salary will be changed from << Insert Old Salary >> to << Insert New Salary >>. Note that your benefits have changed as

DEMO CONTRACT

This demo contract has been truncated. The complete editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/htm/legal-contract-templates/human-resources-templates/employee-demotion-letter-template.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

<<Address1>> <<Address2>> <<City>>, <<State>> <<PostalCode>>
Phone <<WorkPhone>>

This contract document is included in the [Proposal Kit Professional](#) and one or more [Contract Pack](#) products.

This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

ProposalKit.com/htm/proposal-software-products.htm

