

# Business Contracts



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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 indicated below.

## DEMO CONTRACT

This demo contract has been truncated to only show part of the first page. The complete editable version of this document is available in the Contract Pack template collections <http://www.proposalkit.com/htm/legal-contract-templates/human-resources-templates/employee-demotion-letter-template.htm>

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# S A M P L E

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