<Date>

<Name>, <Title>

<Address>

<City, State Zip Code>

Dear <Name>:

**RE: Notice of Intent to Demote**

In accordance with Human Resources Policy 3-400, Discipline (attached), this letter serves as notice of my intent to demote you from <current job title>, grade <current grade>, hourly rate or pay <insert current hourly rate of pay **[Note:** the rate of pay may or may not be reduced]**>** to <new job title>, grade <new grade>, hourly rate of pay <new hourly rate of pay> effective <date (at least 14 days after the date of this notice)> for violation of <Policy(s) Number and Name>.

<Explanation of the violation including factual circumstances>

<Previous discipline issued including dates and level of discipline>

You are scheduled to attend a pre-determination meeting with me on <date (no sooner than four nor later than 14 calendar days after notice is issued>, at <time>, at <location>. The purpose of the pre-determination meeting is to give you an opportunity to present reasons why this action should not occur.

If you wish to waive the pre-determination meeting, you must do so in writing. If you choose not to attend this meeting, my decision will be based upon the facts available to me at that time.

You will be provided a written decision in person or by certified mail within seven calendar days after the pre-determination meeting. If the discipline is upheld, the demotion will be imposed. You will have appeal rights under Human Resources Policy 3-500, Grievance Procedure.

Sincerely

<Name>

<Title>

Enclosures: <List and attach policy or policies violated >

 Human Resources Policy 3-400, Discipline

 Human Resources Policy 3-500, Grievance Procedure