

**Template Letter  
Uncovered Employee  
Involuntary Demotion**

(COPY TO AGENCY LETTERHEAD)

Date

Name

Address

City, State, Zip Code

Dear Mr./Ms. (Last Name):

This letter is official notice of your demotion from (position title), grade (grade), at an annual salary of \$(amount), to (new position title), grade (new grade), at an annual salary of \$(new amount), effective (date).

You are expected to report to (location) at (time) on (date). Your supervisor is (supervisor name) and they can be reached at (phone number).

As an uncovered employee, you do not have the right to grieve this action or the right to appeal this action to either the Law Enforcement Merit System Council or the State Personnel Board.

Sincerely,

(Name of Approving Authority)

(Title of Approving Authority)

c: Employee Personnel File  
Agency Personnel Manager

I, \_\_\_\_\_, acknowledge receipt of this notice of demotion on \_\_\_\_\_.  
(Employee's signature) (Date)