



Your Agency Letterhead

**TO:** Name, Title, Employee ID

**FROM:** Agency Appointing Authority (**AA signs here**)

**DATE:**

**SUBJECT:** Demotion

This letter serves to inform you of your demotion from your current classification of **(Present Class Title)** to the classification of **(Lower Class Title)** effective **(Date)** and at a salary of **(New Salary Based on Demotion Policy)** per month.

My decision to demote you is based on **(Provide Applicable Section(s) of Tennessee Code Annotated, Rules of the Department of Human Resources, and/or any Internal Agency Rules or Policies which serve as a basis for the discipline).**

**(Detail the Times, Places, and other Pertinent Facts concerning the Performance or Conduct Issues. Include Applicable Training Provided, Supervisory Counseling, Performance Reviews, other Discipline Related to this Issue).**

As a preferred service employee, you may appeal this decision by filing a written complaint within fourteen (14) calendar days to **(The Agency Appointing Authority or Designee)**. Should you decide to file an appeal, you may obtain a Step I Appeal form from **(Indicate how they can locate the form)**. The Step I Appeal form (or your written complaint) should be sent as set out below:

- E-mailed to:
- Mailed to:
- Faxed to:

You may direct questions regarding the appeal procedures to **(Agency HR Director or Agency Employee Relations Officer)** at **(Telephone Number)**. You may find additional information regarding the appeal procedure in the Rules of the Department of Human Resources, Chapter 1120-11.

I verify by my signature below that I have received a copy of this memorandum.

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_



CC:

**Notes:**

Hand Delivered or Certified Mail – Return to Receipt Requested\*

**\*Written communication to the employee shall be considered received upon actual receipt as indicated by signature if hand delivered OR Three (3) days after a decision is sent via certified mail, return receipt requested the employee's legal residence.**

A notice of demotion shall include the reason for the demotion in clear and concise language and shall state the facts that led to the demotion.

SAMPLE