**Memorandum**

To: Employee

From: Manager

CC: GM and/or Management Company

Date: Date

Subject: Demotion

This memo is to notify you of a change in your position and pay.

On the following occasions we have met to talk about your job performance and I indicated that the consequence for not meeting expectation would be a demotion.

(provide details of previous disciplinary meetings)

Effective (date)you will be demoted from Lead Front Desk Agent to Front Desk Agent. Effective (date) your pay will decrease from $--/hour to $--/hour.

**Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_**

**Manager Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_**