

## Notice of Trial Period Required For Voluntary Demotion

Date: \_\_\_\_\_

To: \_\_\_\_\_  
Employee

From: \_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Facility/Unit

### RE: REQUIREMENT FOR A TRIAL PERIOD

Your demotion to the position of \_\_\_\_\_, Pay Band \_\_\_\_\_ is effective \_\_\_\_\_. In accordance with applicable Merit Rule and OP-110235, you will be required to complete a trial period prior to becoming permanent in your new position. This trial period is for (circle  one) one two three four five six months. During the trial period you may be returned to your former position or another position in accordance with applicable Merit Rules. Unless notified otherwise, the trial period will terminate at the end of your regular scheduled work day/shift on \_\_\_\_\_.

\_\_\_\_\_  
Signature of Appointing Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Distribution: Employee  
Personnel File  
Forward to central Human Resources Unit with HCM-14