

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID/Department]
[Employee Address]

Subject: Notice of Temporary Salary Reduction

Dear [Employee Name],

Due to [reason for reduction, e.g., current economic conditions/business downturn], [Company Name] is implementing temporary measures to ensure the long-term stability of our operations.

As a result, this letter serves as formal notice that your annual base salary will be temporarily reduced by [Percentage]% starting on [Effective Date]. Your new gross salary will be \$[Amount] per [Pay Period].

Please note the following details regarding this change:

- This reduction is intended to be temporary and is currently scheduled to remain in effect until [End Date/Further Notice].
- Your core job responsibilities and benefits coverage (such as health insurance) will remain unchanged at this time.
- All other terms and conditions of your employment contract remain in effect.

We understand the impact this news may have and appreciate your continued hard work and dedication during this challenging period. We will continue to monitor the situation closely and will provide updates as they become available.

Please sign and return a copy of this letter to [Department/Name] by [Deadline Date] to acknowledge receipt of this notice.

Sincerely,

[Signature]
[Sender Name]
[Title]

Acknowledgment:

I, [Employee Name], acknowledge that I have received and understood the terms of this temporary salary reduction.

Signature: _____ Date: _____