

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Temporary Salary Adjustment

Dear [Employee Name],

As you are aware, [Company Name] has been navigating significant financial challenges due to [reason for hardship, e.g., market downturn / global economic conditions]. Our priority remains the long-term stability of the company and the preservation of our workforce.

To avoid more drastic measures such as structural layoffs, the leadership team has made the difficult decision to implement a company-wide temporary salary adjustment. Effective [Effective Date], your annual gross salary will be adjusted from [Current Salary] to [New Salary].

Please note the following details regarding this measure:

- **Duration:** This adjustment is intended to be temporary. We will review our financial position on [Review Date] to determine if salaries can be restored.
- **Benefits:** Your [Health Insurance / Retirement] benefits will remain unaffected by this change.
- **Work Hours:** [Standard work hours remain the same / Work hours have been adjusted to X hours per week].

We understand the impact this news has on you and your family. This decision was not made lightly, and we deeply value your continued dedication and hard work during this challenging period.

If you have any questions regarding your specific compensation or the timeline of this adjustment, please contact the Human Resources department at [HR Contact Info].

Thank you for your understanding and your ongoing contributions to [Company Name].

Sincerely,

[Signature]

[Name of Executive/Manager]

[Title]

[Company Name]