

Date: [Date]

To: [Employee Name]

Position: [Job Title]

Subject: Notice of Salary Adjustment

Dear [Employee Name],

We are writing to formally notify you of a change to your compensation. Due to [Reason for change, e.g., current economic conditions / company restructuring / budget realignment], [Company Name] has made the difficult decision to implement a salary reduction across the [Executive/Department/Company] level.

Effective [Effective Date], your annual base salary will be adjusted from [Current Salary] to [New Salary]. This represents a reduction of [Percentage]%.

Please note the following details regarding this adjustment:

- **Pay Period:** The new rate will be reflected starting with the paycheck issued on [Date].
- **Benefits:** Your [Health/Dental/Retirement] benefits [will/will not] be affected by this change.
- **Bonus/Commissions:** [Insert details regarding impact on variable pay if applicable].

This decision was not made lightly. We value your contributions and your continued dedication to the company during this challenging period. We remain committed to restoring previous compensation levels as soon as business conditions permit.

If you have any questions regarding this adjustment or how it affects your specific situation, please contact [Department Name/Contact Person] at [Email/Phone Number].

Please sign below to acknowledge receipt of this notification.

Sincerely,

[Name]

[Title]

[Company Name]

Acknowledgment of Receipt:

Employee Signature: _____ Date: _____