

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Salary Modification due to Corporate Financial Restructuring

Dear [Employee Name],

As part of our ongoing efforts to ensure the long-term viability and stability of [Company Name], the Board of Directors and executive leadership have initiated a comprehensive corporate financial restructuring plan. This process involves a review of all operational costs to navigate current economic challenges.

After careful consideration, we are writing to inform you that your current compensation will be modified as part of these cost-saving measures. Effective [Effective Date], your gross annual salary will be adjusted from [Current Salary] to [New Salary].

Please note the following details regarding this modification:

- The change will be reflected in your paycheck starting [Pay Period Date].
- Your current job title, responsibilities, and seniority remain unchanged.
- Health insurance and other non-salary benefits will continue as per current policy unless otherwise notified.

This was a difficult decision, and we understand the impact this may have. This measure is intended to preserve jobs and avoid further workforce reductions during this restructuring period. We will conduct a formal review of this adjustment on [Review Date] to assess if a return to previous compensation levels is feasible based on company performance.

Please sign and return a copy of this letter to the Human Resources department by [Deadline Date] to acknowledge your receipt and understanding of these changes.

Thank you for your continued dedication and professionalism during this transition.

Sincerely,

[Signature]

[Name of Executive/HR Manager]

[Title]

Acknowledgment:

I, [Employee Name], acknowledge that I have received notification regarding the modification of my salary as described above.

Employee Signature: _____ Date: _____