

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Notice of Compensation Adjustment

Dear [Employee Name],

As you are aware, the company is currently facing significant challenges due to the ongoing global financial crisis. We have been monitoring our financial performance closely and have explored various measures to ensure the long-term stability of the organization.

In order to protect jobs and maintain operations, we must implement a temporary reduction in compensation across the company. Effective [Insert Date], your gross base salary/hourly rate will be adjusted from [Insert Current Amount] to [Insert New Amount].

Please note the following details regarding this adjustment:

- **Effective Period:** This change will remain in effect until [Insert Date/Further Notice].
- **Benefits:** Your health insurance and other non-salary benefits will remain unchanged at this time.
- **Review:** We will review the company's financial status on a monthly basis to determine when compensation can be restored.

We understand the personal impact this decision may have. This was a difficult choice made to avoid further workforce reductions. We deeply value your contributions and your continued dedication to the team during this period.

Please sign and return a copy of this letter to the Human Resources department by [Insert Date] to acknowledge receipt of this notification.

Sincerely,

[Manager Name]

[Title]

[Company Name]

Acknowledgment of Receipt:

Employee Signature: _____ Date: _____