

Date: [Insert Date]

To: [Employee Name]

Subject: Notice of Mandatory Salary Reduction

Dear [Employee Name],

Due to [insert reason, e.g., current economic challenges/company restructuring], [Company Name] is implementing a mandatory company-wide salary reduction program. This decision was made to ensure the long-term stability of the organization and to avoid potential layoffs.

Effective [Insert Effective Date], your annual gross salary will be reduced by [Insert Percentage]% to [Insert New Salary Amount].

Please note the following details regarding this change:

- This reduction applies to base salary only.
- Your current benefits and insurance coverage will remain unchanged.
- Your job responsibilities and working hours will remain the same.

We understand the impact this news has on you and your family. We appreciate your continued dedication and hard work during this difficult period. We remain hopeful that these measures will allow the company to return to growth in the future.

If you have any questions regarding this adjustment, please contact the Human Resources department at [Insert Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received notice of this salary reduction and understand its terms.

Signature: _____ Date: _____