

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Notification of Enterprise-Wide Salary Reduction

Dear [Employee Name],

As part of [Company Name]'s ongoing efforts to ensure long-term financial stability and mitigate the current economic challenges facing the enterprise, the leadership team has made the difficult decision to implement a company-wide financial mitigation plan. This plan includes a temporary reduction in base salaries across the organization.

Effective [Start Date], your annual base salary will be reduced by [Percentage]% to [New Salary Amount]. This change will be reflected in your paycheck starting [Pay Date].

Please note the following details regarding this mitigation measure:

- **Duration:** This reduction is intended to be temporary. We will review the company's financial health on a [Monthly/Quarterly] basis to determine when salaries can be restored.
- **Benefits:** Your core benefits, such as health insurance and life insurance, will remain based on your pre-reduction salary level to the extent permitted by our providers.
- **Retirement Contributions:** Contributions based on a percentage of your salary will adjust according to the new base pay.

We understand the impact this news has on you and your family. This decision was not made lightly, but it is a necessary step to protect the company's future and preserve as many positions as possible during this period.

Please sign and return the enclosed acknowledgment form to the Human Resources department by [Deadline Date].

Thank you for your continued dedication and professionalism during this challenging time.

Sincerely,

[Sender Name]

[Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received notification of my salary reduction and understand the terms outlined above.

Signature: _____ Date: _____