

[Company Header/Logo]

[Date]

[Employee Name]

[Employee ID]

[Address]

Subject: Notice of Partial Furlough and Salary Reduction

Dear [Employee Name],

Due to [reason for action, e.g., economic downturn / restructuring], [Company Name] is implementing a mandatory partial furlough and salary reduction program for exempt employees.

Effective [Start Date], your employment status will change to a partial furlough. This change is currently expected to remain in effect until [End Date or "further notice"].

1. Salary Reduction:

Your current annual salary of \$[Amount] will be reduced by [Percentage]% to a new annual salary of \$[New Amount]. This salary will be paid on a pro-rata basis in accordance with your reduced work schedule.

2. Work Schedule:

During this period, your work week will be reduced from [Number] days to [Number] days per week. Your designated furlough day(s) will be [Day of the week]. You are strictly prohibited from performing any work on behalf of the company during your designated furlough time.

3. Benefits:

[Insert details regarding health insurance, 401k, and PTO accrual status during the partial furlough].

Please sign and return a copy of this letter to [Department/Name] by [Date] to acknowledge your receipt and understanding of these changes.

We appreciate your continued dedication during this challenging time.

Sincerely,

[Sender Name]

[Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this notice and understand the terms of my partial furlough and salary reduction.

Signature: _____ Date: _____