

Notification of Temporary Salary Decrease

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Position: [Insert Employee Position]

Department: [Insert Department]

Dear [Employee Name],

We hope this message finds you well. Due to [insert reason for salary decrease, e.g., economic challenges, company restructuring, etc.], we regret to inform you that your salary will be temporarily reduced by [insert percentage or amount] effective from [insert start date] until [insert end date or state 'until further notice'].

This decision was not made lightly, and we appreciate your understanding and patience during this time. We are committed to supporting our employees, and we will keep you updated on any changes regarding this situation.

Please feel free to reach out to [Insert Contact Name or HR Department] if you have any questions or concerns.

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]