**NOTICE OF SALARY REDUCTION**

To:

Name of Employee,

Contract Job Title.

Re: Notice of Salary Reduction.

**Dear** Name of Employee**:**

This is a notice by Company Name that, effective Start Date, your salary will be reduced from Old Salary to New Salary.

This action is being taken as a result of:

Insert reason for salary reduction, an overall cutback in salaries due to COVID-19. This salary reduction shall be in effect as of Start Date. If you have any questions, please contact the Human Resources Manager.

**Human Resources Manager**

**cc: Human Resources Manager**

**Department Manager**

**Personnel File**