Sample Communication   
Please Customize for Your Organization

[DATE]

[EMPLOYEE NAME]

Re: Temporary Reduction of Base Salary Compensation

Dear [NAME],

Pursuant to our review and as discussed, this letter will serve to confirm your base compensation with [COMPANY] (“Company”) will reduce effective [DATE]. You agree that your current weekly base salary of $[000.00] will be reduced to $[000.00]. This reduction in weekly base salary remains in effect until further notice from the Company.

As you know, this was not an easy decision to make. We are navigating unprecedented waters and we believe that by taking [THIS (THESE)] measure(s), it is in the best interest for us all moving forward.

Please note that this change in compensation does not alter your at-will status. Because the Company is an at-will employer, it means that either of us can terminate our employment arrangement at any time and for any reason or no reason.

Your signature below will confirm your understanding of and agreement to all the statements contained herein to the extent they apply to you.

Company and Employee have signed this Agreement under seal on the dates indicated below.

Name [COMPANY NAME]

By: By:

Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_