Date:

To

[The Recipient]  
[Designation]

Dear Ms. Anna Winter,

This is to inform you that the company has decided to make a reduction in the salary of the employees with effect from 1st October 20XX. The company has been facing a considerable downturn in revenue due to the worldwide COVID-19 pandemic. As discussed earlier, the company will make a small reduction in the salary of the employees. We request you to sill the following details and send this back to us at your earliest

**Full name:  
Designation:  
Salary per month:**

I [NAME] agree to the company policy of ten percent salary reduction with effect from 1st October 20XX which will now amount to $1500 per month. I agree to the reduced payment amount until further notified by the company.

If you are willing to participate in this agreement, then please sign this letter and send it back to the HR department. We also wish to notify you that the company reserves the right to terminate the agreement of any employee who is not willing to participate in this agreement, as this would be a non-compliance of company policies.

To avoid any inconvenience, we have also arranged a meeting on 29th September to discuss this matter with any employees who are reluctant to agree to this. We assure you that we will try our best to extend the policy only until the company is in financial loss. We will increase the salary of the employees when the COVID-19 situation subsides, and we are able to get our sales back up again.

We thank all of you for your consideration in this matter

Regards

HR Manager,  
Peter John.