

[Print on Employer's Letterhead]

[Employee Name and Address]

Private and Confidential

<<Employee's Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>  
  
<<Date>>

Dear <<name of employee>>,

I am writing to advise you that your salary will be reduced from <<£state amount p.a.>> to <<£state amount>>, a non-cash benefit of <<insert details of non-cash benefit>>.

>> your salary will be reduced >>. In return for giving up the >>. I will provide you with <<insert details of non-cash benefit>>.

This reduction in salary will apply from <<date>>, at which time you will have the right to vary the amount of the sacrifice or end the arrangement altogether.

<<date>>, at which time you will have the right to vary the amount of the sacrifice or end the arrangement altogether.

Please indicate your agreement to the above by signing below.

By signing below.

Yours sincerely,

<<Name and Title>>  
For and on behalf of <<Company Name>>

I agree to the salary sacrifice terms set out above, dated <<insert date>>

dated <<insert date>>

Signed.....

PRINT NAME.....

