

[Print on Company Letterhead - Insert Address]

<<Name>>
<<Title>>
<<Company Name>>
<<Company Address>>
<<Company Address>>
<<Postcode>>

<<Date>>

Dear <<Insert Title & Name>>

I refer to our meeting on <<date>> to discuss whether you would be willing to agree to a salary reduction for <<insert period>> of <<state £amount per annum [or per hour]>> to <<insert amount>>.

As we discussed at that meeting, in the event of a downturn in the Company's business on account of <<insert reason>> (e.g. coronavirus outbreak) . The Company is currently in place this reduced pay arrangement, we will avoid the need to implement a redundancy programme. If we do not obtain sufficient employee agreement to the salary reduction programme, we shall have to consider other options, including redundancy.

If you agree to this proposal, please confirm your agreement by completing the attached slip and returning it to me by <<insert date>>. All other terms and conditions of employment are unaffected.

If you are willing to accept the proposed salary reduction, please confirm your acceptance by completing the attached slip and returning it to me by <<insert date>>.

Please speak to <<Insert Name>> if you have any questions or wish to discuss this proposal further.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

I agree to the reduction in my
to <<state £amount per annum
proposed in your letter of <<insert date>>

ount per annum [or per hour]>>
effect from <<insert date>> as

Signed.....

Name.....

Date.....

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