

Business Contracts



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<<Company>> SALARY REDUCTION NOTICE

<<CurrentDate>>

To: <<ContractFirstName>> <<ContractLastName>>, <<ContractJobTitle>>

Re: Notice of Salary Reduction

Dear <<ContractFirstName>> <<ContractLastName>>:

This is a notice by <<Company>> that, effective <<StartDate>>, your salary will be reduced from << Insert Old Salary >> to << Insert New Salary >>. This action is being taken as a result of:

<< Insert reason for salary reduction, such as a union agreement or an overall cutback in salaries. >>.

This salary reduction shall be in effect as of <<StartDate>>.

If you have any questions, please contact

DEMO CONTRACT

This demo contract has been truncated to only show part of the first page. The complete editable version of this document is available in the Contract Pack template collections <http://www.proposalkit.com/html/legal-contract-templates/human-resources-templates/employee-salary-reduction-letter-template.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

<<Address1>> <<Address2>> <<City>>, <<State>> <<PostalCode>>
Phone <<WorkPhone>>



S A M P L E

This sample has been truncated to only show a portion of the content. The complete editable version of this document is included with Proposal Kit Professional and Contract Packs available at:

<http://www.proposalkit.com/htm/proposal-software-products.htm>