##### Date

##### Private and Confidential

##### Employee’s Name

##### Delivered by hand/e-mail (email address: xxxx)

##### Dear First Name,

##### Re: COVID-19 Temporary Pay Reduction

##### Further to our recent conversation, you are aware that the Company has made a number of pro-active decisions to reduce the impact that COVID-19 is having on our business and generally across the UK, including furloughing employees and instigating short-time working.

##### At this time, I’m pleased to say that these measures do not apply to you however you have kindly agreed to continue working your normal hours of work and have volunteered a reduction in your pay.

##### These are indeed unprecedented times and your support is greatly appreciated.

##### We have agreed that with effect from 1st April 2020 your salary will be reduce by XX% which will be itemised on your payslip.

##### This reduction is put in place as a temporary measure and I will be reviewing the COVID-19 strategy monthly but at this early stage, its anticipated that the changes will be in place until 31st May 2020 when it is hoped that we can revert to full pay.

##### During this period, your employment will continue and, other than your full pay, you will continue to receive all other benefits as detailed in your contract of employment.

##### For completeness, please sign below to agree to the changes to your salary for this 2 month period and return a copy of this letter to me at your earliest convenience.

##### Thank you for your continued support – we will keep you updated with information as it evolves through this unprecedented time.

##### I hope you and your family remain safe and well.

##### Your sincerely,

##### Name

##### Job Title

##### I agree to the above temporary change to my terms and conditions of employment, which is limited to salary between 01.04.20 and 31.05.20:

##### Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_