SAMPLE CONTRACT PACK DOCUMENT

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When purchased, the Proposal Kit Professional or Contract Pack will also include many related documents many of which are designed to work together.

For example, some documents are used in a longer sequence one after the other. Some include optional exhibit and schedules.

Also see this article for proposal and contract writing best practices:

https://www.proposalkit.com/htm/business-proposal-writing-tips.htm

Click here to purchase Contract Pack

<<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 the

DEMO CONTRACT

This demo contract has been truncated. The complete editable version of this document is available in the Contract Pack template collections

https://www.proposalkit.com/htm/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>>

This contract document is included in the Proposal Kit Professional and one or more Contract Pack products.

This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

ProposalKit.com/htm/proposal-software-products.htm