GHK Group of Consultants  
D 180 Westgate  
Las Vegas, USA

11th April, 20XX

Alice Atchison   
111-woods cage, McCullough   
Las Vegas, USA

Re: Suspension of Work Due to COVID-19 Outbreak

Dear Atchison,

This letter aims at informing you about the intermission of the work due to the outbreak of new Coronavirus which has, unfortunately, got the shape of a pandemic. As you know the situation of lockdown in the country has suspended almost every activity in all of the spheres of life. The fast-spreading virus is penetrating densely all over the globe. To cope with the mammoth challenges of this virus, authorities have decided to freeze all the projects for now debarring staff members from the company categorically.

To keep folks in amenities and avoid rapid transmission, the company has decided to adopt some new policies at work. According to this policy, staff members will be classified into different groups. Every group will be called on selective days by notifying through email.

Moreover, it is notified that during this term, no allowance will be paid along with the salary. Basic salaries will be paid at definite times. To ensure our staff members’ good health and prevention against the disease, the company promises free medical access in case of contamination with infection COVID-19.  The resurgence of work will be informed through email.

For queries our contact is accessible.

Sincerely

(Signature)