Arik Educational Zone   
N-336 Raleigh Housings  
Coventry, Central England

11th April, 20XX

Miss Norman Zehra  
GE6 CV3 Dinham  
Coventry, Central England

Re: Modification in the Work Due to Eruption of Novel Pandemic

Dear Zehra,

It is to notify you that due to the outbreak of new coronavirus across the globe and its rapid increase, your working zone has been modified at certain levels. The school, keeping in view the protection and well-being of our students and staff members, has decided to shift all kinds of works at home. The staff members are directed to deliver their lectures and carry out other indicated tasks while staying at homes to effectuate social distancing through online systems. To undertake the task, the IT department will coordinate with you to stabilize the proficiency and coherence of the work.

Alternative class schedules and other categorical desideratum are already sent to your faculty portals. You are advised to work efficiently from home as we all know that working from home takes a little more assiduity and strenuous. To keep your finances in proportion, payments of salaries will be made on a regular basis as anteriorly. The schedule of the final examination, to prorogue it, has been proffered to the chairperson of Examination Controller and you will be informed about that within a week.

Best regards

Sincerely,

(Signature)