Your Name

Company Name

Street Address

City, ST ZIP Code

Date

RE: Annual bonus cancellation announcement

Dear Recipient Name:

Good morning everyone. We wish you to have a very productive day. The company (name of the company) has a very important announcement for all our employees. The company is aware that the Christmas holidays would start from next week and according to the company policy we give each employee Christmas bonus in these days. The purpose of the bonus is to spread joy and assist our employees in celebrating the occasion.

However, as you would be fully aware of the loss the company had to face this year from (month) to (month) due to some unavoidable circumstances. The company (name of the company) was left with a very difficult decision to make. We had only two options to choose from. The first option was firing some of our employees and reducing the workforce to compensate for the loss. The second option the company had was to cancel the Christmas bonus of each employee and use the amount to pay for the other employee’s salaries. The company after a thorough discussion has decided to go with the second option.

We understand that all our employees work hard and deliver on time. Therefore, the company assures you that all the employees would be compensated in the future in one way or the other as soon as the company gets back on track. We would appreciate it if you show your support for the company at this hard time. The company wishes you Merry Christmas and good luck.

Sincerely,

Your Name

Title