Your Name

Company Name

Street Address

City, ST ZIP Code

Date

RE: Annual bonus cancellation announcement

Dear Recipient Name:

Greetings everyone. This circular is intended for making an important announcement. The company (name of the company) would appreciate it if you read this announcement carefully.

All of you would be aware of the current pandemic in the form of COVID-19. The company has asked all of you to work from home for the past two months. We have tried our best to give each of our employees the complete salary so that no one faces any financial issues in this time of distress.

However, the company was not able to run at its pace in the past couple of months which has caused some financial issues for the company itself. The company has been in loss for all these months and despite the loss, we have tried our best to help our staff members but unfortunately as this pandemic does not seem to be over any time soon and the company would not be able to bear the constant loss. The administration and the manager were left with a very difficult choice to make.

The company can either fire a few of the employees and compensate for the loss or cancel the festive bonus of each employee this year. We understand firing anyone from the job especially at this time can be devastating for them and their families. Therefore, the company has decided in order to keep all our workers under the company’s umbrella each employee has to swallow the hard pill and let go of the festive bonus this year. The only way we can win over this pandemic is by working together. We expect you to understand the decision made by the company and show support towards the company as well as towards your colleagues.

Sincerely,

Your Name

Title