Your Name

Company Name

Street Address

City, ST ZIP Code

Date

RE: Annual bonus cancellation announcement

Dear Recipient Name:

Attention everyone. The company (name of the company) would like to make an announcement through this circular. We would like each employee to read this circular carefully and understand the motif of the company.

As most of you are fully aware of the fact that the company has been facing some serious hurdles due to the current pandemic. Moreover, the company also suffered a huge loss in (state the month) due to (state any reason you wish to mention here). Despite all these instances the company has kept its morale high and managed to keep working in whatever way possible. However, after careful analysis the company has reached a decision that no employee would be given the bonus this year. This is the best way to help keep all the employees their jobs and relieve some financial load from the company.

We are mindful of how hard each of our employees has worked in the past couple of months to get the work done but the financial condition of the company is also obvious to everyone. The company expects all the employees to understand the reasons behind this decision and support the company as it is not in good shape at present. However, the company assures you that all the employees would be compensated soon for the faith you show in us at present. Thank you for your time.

Sincerely,

Your Name

Title