Smith Sherriff  
Senior Finance and Audit Manager  
SDF Electronics Manufactures  
78132 SDF Heights, Shaman Road, Naples, Italy

20th April 20XX

All the Staff Members, Departments and Sections  
SDF Electronics Manufactures, Naples, Italy

Re. Notification Informing Year-End Bonus cancellation

Dear All,

It is informed with enough despondence that the company is compelled to cancel the year-end bonus grant in this session of 20XX. As it is our company’s tradition to pay performance appraisals at the end of the year to all the employees of the company.

In the session 20XX, there are certain changes made by the Government of [X] in its tax impositions and implications of private companies. Due to those implications, the company has borne a bulky loss in its tax slot. Looking at the destabilization of finances of the company, it has been decided by the Committee of Financial Affairs that year-end bonuses should be canceled as it will add to the company’s sabotage of financial loss and stability.

I am sure you can comprehend the problem well and will assure your cooperation.

Thank you.

Sincerely  
(Signature)