7th August 20XX

Rosen Tech Shem Company  
Manchester, St 5678

Subject: Salary Deduction due to Covid-19

Dear all,

I am Marlow Robinson, the CEO of XYZ Company. I would like to refer to our meeting that was on the 4th of this month regarding your consent on salary deduction from 5,000$ per month to 3,000$ per month for seven months. It is very well-known that the workers have been competent and working hard for the progress of the company. all the company's fame and skyscraping success is because of the resilience of our employees that they showed in every difficult period.

As you all know that global coronavirus pandemic has plagued all over the globe and has put a great downfall to all kinds of businesses due to which companies are deducting the salaries of their employees to avoid layoffs. If we do not get satisfactory responses from employees regarding salary reduction, then we will have no other option than to layoffs them temporarily or permanently. We have faced a great decline in the line of business due to this pandemic and because of the ultimate lockdown in the country. The statistics have shown that the company's economy has gone negative. So, the only option we are left with is to deduct the payments.

I hope that like always all of you will cooperate with us and this deduction is temporary though for an indefinite period. It is going to be implied for three months only. Once the company resumes its original position then it is promissory that your salaries shall face a rational but smart incentive. The company appreciates your collaboration and hard work in these difficult times.

Sincerely,

Marlow Robinson