[Company Name]  
[Address: city, state, zip etc.]  
[Contact or tagline]  
[Website/other]

Re. Salary Deduction Reimbursement against COVID Package Revised on 12-11-2021

Dear Cromwell,

I am delighted to inform you that the organization has chosen to reimburse the amount which was not paid during the month of November and December 20XX in the wake of revised salary packages due to COVID business shut down and partial decline in the company’s budget and economy.

Looking at the falling business, the company had decided to underpay the employments due to the lowest figures of profitable credits and rising debts. The shares had been withdrawn by the shareholders and the company was on the verge of total closure. Additionally, the partial closure of the business on the federal and state-ordered lockdown along with the situation of slow business compelled us to move to the step of deducing the amounts of payments due to COVID-19.

It would not wrong to say that I am euphoric to decide that in the wake of declining numbers of COVID-19 cases, the state has uplifted the lockdown and permitted the companies to work fully. We have been striving to bring things to their early normal stage which includes the reimbursement of the salary deduction during those unfortunate months.

Therefore, the company along with the Finance Manager’s coordination and the impeccable coalition of IRF has decided to pay 8% extra to be paid in the month of January 20XX to reimburse the lost amount in the form of revised packages. Please visit the Human Resource for further details or write your queries to [email].

I also take this moment to thank you cordially for your previous coordination and enthusiastic cooperation and expect the same pace in the future. Thank you.

Regards

Emily Salvatore  
The General Manager  
IMMANA Groups  
34/A, Sight Square, Chicago, USA