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

Re. COVID-19 Salary Deduction Reimbursement with Reference to the Notice No. 802B34 Announced by Finance/Account/Employee Aid Cell on 20-10-20XX

Dear Gilbert,

This is Cooper Edward from GHK Group of Companies. With reference to the above-mentioned subject, I intend to inform you that the company is going to reimburse the lost amount in the form of underpayment of the employees during lockdown due to Pandemic. COVID-19 disabled the business which was further complemented by business closure and the marking value of company profit went into negative. When it went to -3.03 then the board of directors decided to deduce the number of salaries of the employees above PV-3 sector.

The unfortunate situation was unprecedented and that is why we kept it without limit and certainty. Now the situation is better with declivity in the COVID-19 cases and the slumping number of active cases in the region. Also, the lockdown has been uplifted since the past twenty days which has given us a chance to get back to the normal routine.

With this normal routine comes your salary which has been subjected to scrutinizing committee of Finance cell who has decided to not only pay according to the pre-COVID-19 but also add it with the reimbursed amount which was happened to deduce to business decline and market closure.

Now the deficit has come up to zero and negative values have been removed by your consistent hard work and enthusiastic dedication to the work.

You are advised to visit the Finance cell for further details and get the reimbursed amount added into the account before 25-01-20XX.

We thank you for your assistance and cooperation during the most needed times and apologize for the inconvenience that troubled you due to the former salary deduction. Contact Mr. JB the Assistant Manager at +[X] for further details. Thank you.

Regards

Cooper Edward  
The Manager  
Sylvia Styles  
90-C/A5 Chicago, USA