[Company Name]  
[Address]  
[Contact/slogan]

To

[The Recipient]  
[Position]

Re. Abrupt Changes in Salary Patterns of the Specific Department due to COVID-19  
  
Dear Sir,

This letter requires a high priority response and needs significant consideration. A few minutes ago, I received a notice in which it was notified that the salaries of the planning and development department will be deducted at the rate of 10% in the wake of COVID-19. I understand the economic instability hit by the pandemic and its grave outcomes which can put a halt to the business especially the corporate business world. I am saddened by the fact that the salaries of the employees working in PDD have been deducted and authorized for the next deduction whereas other departments' salaries have not been deducted.

The summary sent to the finance section clearly states to behave with the PDD in this discriminated stance. PDD has been working since the beginning of COVID-19 lockdown and we have attended the office regularly even in such circumstances when everybody was staying at home. We did not care for the risk of our lives but worked hard and stayed focus. I am deeply moved by the discriminating step by the company. I am compelled to the state to retribute the decision of salary deduction otherwise PDD will pile the HR Manager’s table with resignations.

We are also suffering from the COVID-19 impacts but still working with full zeal and zest despite the sword of Damocles hanging right up our heads. I hope you will reconsider the decision keeping my argument in view. Thank you.

Regards

Jelly Stewart  
The Head of the Department of Planning and Development  
GROUP IT and Software  
Hill Station Road, MBX, California, USA