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

To

[The Recipient]  
[Position]

Re. Unexpected Salary Deduction Notice Complaint Scheduled on 10-01-20XX

Dear Sir,

With reference to the above-mentioned subject, I state to complain that the salaries of all the employees have been put to deduce under the impact of COVID-19 by the rate of 10%.

This is not necessary for our company to deduce the salaries mimicking the other corporate and financial sector companies and organizations. Those companies and organizations work in the field of public business demand and marketing whereas our company works as a Pharma cum Nutraceutical company which has seen no business shut down during the strict most lockdowns. In fact, more candid to say, the demand of the pharma and nutraceutical supply has been multiplied proportioning itself directly to the increase in the demand for medical instruments and nutraceutical drugs like Multivitamin supplements and energy potions.

Therefore, as we all can see that the pandemic has not hit our business like many others, I would request you not to go for salary deductions as the situation is already critical due to the dreadful scene of every day multiplying cases of deaths and viral contagions.

I would like the company not to add to our depression otherwise I will have to think for another opportunity. Please respond to me at [X]. Thank you.

Regards

Lopez Jaggy  
The Manager Finance  
Stevia Pharma and Nutraceuticals  
23-F Small Industrial State, California, USA