**Date:**

**To**

**[The Recipient Name]  
[Department]**

**Re: Salary on hold for [X]**

Respected staff,

I hope that this email finds you well.

First, I would like to say thanks to all of you for being committed to ABC enterprises. I am so glad to say that the team of people in this company is very strong and works with its full potential. I am so amazed to see the performance of past few months in the company. Some of you have done a tremendous job. The team is also reflecting on the outcomes. Some of the team members have not taken even a single leave in the last few months. I am also feeling the luck to have such workers in the company who always show punctuality and regularity and also remain consistent in their work.

Secondly, it is being announced that the company is compelled to hold the salary of its employees for a few days due to some unprecedented circumstances. I understand the inconvenience it might cause to all of you. However, I apologize for this inconvenience. This decision has been taken because of a sudden decline in the stock exchange market value.

I am feeling too sorry to inform you about this however, I assure you that the company has no plans to hold salary for a long period and it intends to release the salary of every person as soon as possible. I am again apologizing to all of you for the problems that this decision has bought out to you.

I would like to say thanks to all of you for showing patience during this testing time. Please be sure that the issue will be resolved very soon.

Thank you for your cooperation.

Regards,

Name of the sender  
Designation of the sender in the company