[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

This letter is in response to the ongoing rumors about the company's recent financial standing. According to some mendacious news being spread by our adversaries in the market, the company is facing a loss due to reduced sales this season.

Let me inform all employees that this piece of news is completely baseless. ABC Corporation is not facing any financial trouble. Our sales have been going as good as they have always been. In fact, our newly introduced line of anti-aging skin products has given the sales a pleasant boost. There has been a growth of 4% in the previous quarter.

Keeping the provided facts in mind, I request you all to reject these rumors. I appreciate that many of you have been showing concern about the company's ranking in the market after what they heard. Some of you have also been apprehensive about the future of our business and, ultimately, of their jobs. However, there is no need to pay heed to such false news without considering the facts first. Our business continues as successfully as ever. Therefore, you have a secure future working in this organization.

I expect all employees to return to their work with the same enthusiasm as before for this well-established corporation. We need to make our team stronger in order to overcome our opponents in the market.

Thank you for your attention.

Jessie