[Company Name]  
[Address, City, STATE, Zip]  
[Website]  
[Contact]

To

[The Recipient]

Hope you all are doing fantastic in the current situation. I am Ronal Astrum, the CEO of [X] Company, New Jersey. The purpose of this letter is to bring in your kind notice the policies for all the staff of the Company related to COVID-19. As per the widespread increase of COVID-19 all over the world, almost all the major government and non-government institutions have made policies for their workers and most of them have stopped working. This policy has been designed by keeping in view the priorities of all staff members. It will help you to focus on your work as well as maintain your health.

As you know that this virus spreads mostly due to physical contact and all the companies have to interlude their work and it is very heartrending that this virus has adopted the form of a pandemic. The country is also going through the phase of lockdown because of it and has suspended and jammed all the activities in all circles of life. The virus is piercing intensely all over the world. To endure the stupendous provocation of COVID-19, the concerned authorities have unanimously decided to bring a stop to all the companies precluding its workers from the institutions categorically.

To provide facilities to folks and circumvent the spread of viruses, our company has come up with the decision to follow some policies. The policy serves to classify its employees into groups. You all will get notification of the selective days in which you all have to come as per your group.

Secondly, you all are notified that no allowance will be given to you with your basic salary. You will be get paid at fixed times. Moreover, if any of you gets transmitted with COVID-19 the company will provide free treatment to you to ensure the good health of the staff members. Work’s rejuvenation will be informed to you via email. If you have any queries, then you can contact on company’s email address.

Regards,

Ronal Astrum