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

Date:

Re. Salary Delay Due to Covid-19

Dear Wilson,

I am Deck Forty from Window Dairy Foods Company. I am writing to inform you about the slight delay in the payment of the salaries this month. This month was a month of financial trouble for the company which was backed up by the ten months’ lockdown which was inflicted in the state on 15th March 20XX. For ten months, we are facing troubles with destabilized economic wheeling of the company due to COVID-19. Covid-19 caused the government to implicate a strict lockdown all over the city which was a good decision in its own viewing public health safety. Health should be a top priority whereas things related to the business are not less important.

Covid-19 impacted the economy of our company and led our budget to go very low. We fell short of creditors and debtors and the market value goes zero. Potential negative profits were also faced in subsequent months but now the circumstances are under control.

We understand the financial trouble you might facing right now due to an unexpected salary delay. This happened due to low customer sales and low market value. We are trying hard to come out of this fiscal and deposit your salaries at our earliest. As an immediate remedy, we have decided to give a welfare package to all of you which will support you enough to wait for the salaries.

We owe your contribution in making this company one of the top Dairy Companies and your impassionate assistance in striving for the best. I am hopeful that the issue of salary delay will be settled soon before 20th November 2020.

Thank you

Regards

Deck Forty  
General Manager  
Window Dairy Foods  
293-Lockhart Heights, California, USA