**Date:**

**Re. Salary Deduction Notice due to Crisis Countered to the Company’s Financial Prospects amidst COVID and Lockdown**

Dear Joe,

It is very perplexing to communicate the salary deduction from your net salary because of the internal issues in the company’s financial deficit. The company has been hit hard by the serious impact of COVID and the implemented lockdown to cater to the spreading virus in financial terms. The closure of the manufacturing department for more than three months and the current deficit in the sales of the products has put the company into serious financial crises.

We are compelled to deduce a certain amount from the salaries of our employees who work in the scale ST-10 or upper. The purpose of making this deduction is to balance the financial downturn of the company and yield an appropriate solution for the financial grief countered by the company. An amount of 10% from your salaries shall be deducted and likely to be compensated later.

A team of high officials and experts from the Accounts and Auditing department has been formed to drive proper possible and quick solutions to get hold of these strange circumstances and navigate the company to the propitious results in the rush of a business downturn. The deduction has been made only from the salaries of ST-16 or upper scale so that the people from lower grades do not suffer more as they have also been struck by the spike in a business downturn.

Moreover, the deduction has only been made from the salary of June 20XX and shall not be deducted from next month. Your cooperation in this regard shall be highly appreciated and compensated as soon as the company dives out of this black situation.

We respect your opinions and grievances in this regard, so you are highly welcome to inspect and inquire about the situation. You can also write to me if you have any questions in this regard at [EMAIL]. You can meet or contact the Accounts officer to enquire further about the amount deducted and the gross/net salary.

Thank you.

Margret Graham  
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