**Date:**

**To**

**[The Recipient]  
[Department]**

**Re. Holding Salaries of the Company Staff**

Dear All, I am writing this email with the hope that you all are doing well.

First, I would like to thank you all for being always committed to the [COMPANY NAME]. You all make a very strong team and a stone-hard potential. I am amazed by looking at the last month’s performance appraisals according to which most of the team members have not taken a single leave in the last six months. Moreover, everyone was found to be a punctual and regular worker with an industrious nature of learning new experiences and skills.

Secondly, this email implies to inform you all that due to an unanticipated emergency in the company’s premises of development sector and PC-8, we are compelled to hold the salaries of our employees for this month. I understand the gravity of this information and the consequential problems this news might bring, but I apologize for the unwelcome and unpleasant decision. The decision has been taken on the account of potential negative values in the market with the sudden change in the values of the Stock Exchange Market (SEM).

We regret to bring this information to you, but we are confident that it shall not go too far, and the problem will be maneuvered very soon. Once the issue resolves, certainly, we shall release the salaries as soon as before the arrival of next month. We are again sorry for the unfortunate experience this month.

We thank you for your resilience and compliance with the company’s downgrading circumstances. We assure you of our complete commitment and quick recovery of the problem.

Thanks for your cooperation.

Regards

[NAME]  
[DEPARTMENT]  
[COMPANY]