**Date:**

**To**

**[The Recipient]  
[Department]**

**Re. Informing the Salary Held by the [Department of Accounts]**

Dear Employees,

I hope you find this email in the best of spirits and health. This email purports to inform you of unpleasant and vexatious news. It is said with immense regret that the company will not be able to deposit the salaries of the employees on [DATE]. However, it is not about the company’s low profits or any other reason as it has been misunderstood by some of the employees.

The reason belongs to the technical problems in the department of Accounts. The Senior Finance Manager of the company, [MR./MRS./MS. NAME], has stated that it has been due to some internal changes in the Accounts Department. Moreover, there are some bugs found in the company’s accounting system as there has been much muddle in the accounting and auditing of the company. According to him/her, it shall not take more than [X] days. All salaries are expected to be released before [DATE].

We request you to tolerate the beholden salaries until the department of accounts makes the essential amendments. To not forget that it is not a recurrent event and hence, hopefully, will not repeat. We always have faith in our company’s employees and their resilience. We suggest you avoid any kind of despondency spread by various capacities.

For more, do not hesitate to contact the Department of Human Resources or write to the Accounts Department at [EMAIL]. Thank you.

Regards

[NAME]  
[DESIGNATION]  
[COMPANY]