

## Letter to Employees

[Your Name]

[Designation]

[The Company's Name]

[Date]

[Addressee's Name]

[Designation]

[The Company's Name]

Subject: Regarding salary status during current situation

Dear [name/ team],

I hope you and your family are in a good state of health in these challenging times. As we are aware of the unexpected disastrous situation globally, New South Wales is no exception. In these difficult times, survival is the biggest challenge that humans and corporate entities like ours are facing.

It has been a great experience watching the business operate. Without you, it would not have been possible to reach where we did before the pandemic. Your sincerity and efforts are indispensable and priceless for our organization. But, unfortunately, every entity, including our very own business is facing tremendous adverse effects and downsides of the shaken economy. Owing to the vicious cycles of lockdowns, the cash flow has become almost stagnant, and the business is at its lowest verge ever in terms of monetary returns.

Being an empathetic and responsible employer, I have always ensured that there is no delay in the salary transfer from my end and have cleared the payments in due time. However, the current situation has left me tied. I have responsibilities of the vertical chain, i.e., the suppliers and the landlords who make the functioning of our business possible. I do not have

any means to meet these ends at this juncture, let alone creating any profits. The biggest challenge right now is to survive in the market at any cost. To recoup the losses when the situation stabilises, the business needs your support to survive at the moment.

Owing to the unforeseeable and inevitable conditions surrounding our business at this juncture, I request you to kindly support its survival in these tough times. My most humble and sincere request for you is to kindly consider the holistic picture of the situation and be patient enough to receive your salaries after the situation stabilizes. I assure you of the entire crediting of the accrued amount once the business survives.

I am willing to negotiate with the employees who need some percentage of the salary for their survival. However, I would appreciate it if you understand that arranging this fund would be a task for the organization.

I would be grateful for your kind consideration. I pray for your well-being and good health for your loved ones.

I appreciate any help you can provide.

Yours sincerely,

**[Name and Signature]**

**[Designation]**