

Letter to Staff Members about Changes

To all staff members,

All of you know that our company is facing a lot of problems and is struggling to stay in business due to the outbreak of virus. It is very hard for our company to earn money and stay in business. The director and owner, Mrs Chan, does not wish for any of the staff members to lose their jobs, but in order for the company to continue doing business, some changes will be made and staff members will need to accept those changes. Mrs Chan has asked me to notify the staff members about those changes.

The first change that staff members will need to accept is lower pay. As you know our company is not earning well and we have a lot of staff members, the company will not be able to provide a high amount of salary to everyone. Also, Mrs Chan does not want to terminate any of the staff members and does not wish for anyone to lose their job, so if staff members wish to continue working, they will have to accept lower pay. The company will deduct one-third of everyone's salary each month.

The second change that staff members will need to accept is unpaid holidays. The company always gives salary for every holiday staff members have so that staff members can spend good time with their family and friends and have a wonderful holiday. But due to the outbreak of virus, our company is not doing so well and is having a downfall, so the company will not be able to provide salary for holidays. We hope staff members can accept this change.

The last change that staff members will need to accept is cancelled social events. Our company will not be having any social events because due to the outbreak of virus, we need to keep social

distance from others. We know that the staff members enjoy having social events but we are sorry to say that we have to cancel them.

All staff members have to accept the above changes if they wish to continue working for the company. We ensure you that everything will be back to normal once our business start earning more. Don't hesitate to talk to me in case of any problem.

Chris Wong

Manager of the Human Resources Department