

(Draft)

Dear Colleagues,

On behalf of [ABC Ltd. ("ABC")], I want to extend my heartfelt gratitude to all of you for attending the townhall, providing your valuable suggestions and hearing us out. These are unprecedented and difficult times for everyone, and we must band together as a family and sail through it.

As you would be aware, COVID-19 has impacted every industry across the world, and we are not immune to this. The lockdown has had a severe impact on our production and sales, and we foresee tougher times ahead. Due to the nature of transmission of the virus, our fight is not just an economic one but also one for the health and safety of our friends and families. We want to ensure that the [ABC] can recuperate from the business disruption caused by the COVID-19 crisis and protect the jobs of its employees.

The support offered by majority of the senior employees during the townhall was heartwarming. We truly appreciate their willingness to forgo [X%] of their salary in order to help [ABC] in this hour of need. This short-term measure will ensure long term sustenance of our business. It gives us immense pride to have such incredible people on the team who are leaders in the truest sense and instills confidence that [ABC] is in good hands.

We would like to formally record your voluntary consent to forgo [X%] of your salary for the months of April to July, 2020. You need to confirm this temporary arrangement on reduced salary mutually agreed upon and set out in this letter by sending us a confirmation email from your official email address within 2 (two) days from the date of receipt of this letter.

If you need any clarification regarding this letter, please contact [Please insert the name and designation of the concerned person].

We look forward to hearing from you.

Yours sincerely,

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(Draft)

Dear Sir,

We refer to the discussions held during the townhall held on [Date]. We are thankful that ABC has not taken any aggressive step of laying off and retrenching its workforce.

As the recognized representative of the workmen of (ABC Ltd. (“ABC”)), we would like convey to the management of ABC that the workmen of ABC also wish to extend their support and cooperation by agreeing to receive reduced wages equivalent to (x% of (gross wages less conveyance and meal allowance)) for the period our establishment is closed due to the COVID-19 lockdown.

We submit that we will not raise a claim or demand against the management towards such reduced wages.

We confirm that our decision to receive reduced wages for the lockdown period has been made knowingly and voluntarily by us.

Yours faithfully,

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