

Important Communication Regarding Current Situation

Dear Team,

As you are aware, we are currently facing a challenging situation that has prompted immediate attention from our board. We want to ensure that you are informed and understand our approach to navigating this crisis.

The board has convened to discuss our strategy and response, focusing on the well-being of our employees, stakeholders, and the community at large. We are committed to transparency during this process and will keep you updated on our progress.

We encourage you to reach out with any questions or concerns you may have, as your feedback is invaluable in these times.

Thank you for your continued dedication and support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]