

Important Update on Economic Downturn Measures

Dear Team,

As you are aware, our company is currently facing significant challenges due to the ongoing economic downturn. We want to keep you informed and supported as we navigate these times together.

To ensure the stability of our organization and protect our workforce, we are implementing the following measures:

- Temporary reduction of work hours across departments.
- Salary adjustments for all employees, effective next month.
- Encouragement of voluntary leave options with retained benefits.
- Focus on cost-saving initiatives to maintain our operations.

We understand that these changes may bring uncertainty and we are committed to providing you with the necessary support. Management will be holding a virtual town hall meeting on [Insert Date] at [Insert Time] to address any questions or concerns you may have.

Thank you for your continued dedication and professionalism during this challenging time.

Sincerely,

[Your Name]

[Your Position]

[Company Name]