

Notification of Temporary Income Disruption

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Company Name]

Subject: Notification of Temporary Income Disruption

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you of a temporary disruption to your income that will take effect starting [Start Date] and is anticipated to last until [End Date]. This disruption is due to [brief explanation of the reason, e.g., company restructuring, financial difficulties, etc.].

During this period, your income will be adjusted to [details of the income adjustment, e.g., reduced salary, unpaid leave, etc.]. We understand that this news may cause concern, and we want to assure you that we are committed to providing support during this challenging time.

Please do not hesitate to reach out if you have any questions or require further assistance. We appreciate your understanding and cooperation in this matter.

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]