

From,
Alfred Di Melo,
Neon,
Palo Alto, USA.
DD/MM/YYYY

To,
Mr Danny Hardy,
185, Arizona,
USA.

Subject: Regarding cancellation of bonus.

Dear Mr Danny,

This year has been a difficult one for Neon Incorporation, and we are sure that you all are aware of it. The constant loss of contracts especially with Bobokips Incorp. This has left us in a loss this year and affected the company morale to a great extent.

This is the reason why we were forced to make a decision that we have never made since the incorporation of this company is to cancel the bonus of the employees. We are well aware of the fact that each one of you has worked extremely hard to get all the work done, but the situation of the company is in front of you.

We would request you to be by our side in this hard time and show us the same faith. We will compensate for this at the earliest.

Thanking you,
Yours Sincerely,
Alfred