

Private & Confidential

**SAMPLE LETTER FOR  
REMUNERATION  
PACKAGE ADJUSTMENT**

1 March 2020

To : **Ms Bao Ka Liao**  
Address 1  
Address 2  
Address 3

**UNPAID LEAVE DUE TO COVID-19 OUTBREAK**

Covid-19 has been declared a pandemic by the World Health Organisation (“WHO”) which impacted many lives in many countries. In view of the ongoing pandemic, our business has also been badly affected.

We refer to the offer letter dated 30<sup>th</sup> February 2018 and job scope included therein between ABC Company (“the Company”) and your good self. Your job scope is to assist in arranging trips and tour guiding. Unfortunately, during this hard time, which you are also aware, all our tours were cancelled.

We felt truly regret as the Company currently faces financial difficulties and have to implement measures to keep the business. In this respect, we wish to propose to you:-

Unpaid Leave	During this period and foreseeable future, no event will be conducted. Therefore, we do not expect any income to be generated and your job scope would not be sufficiently performed as agreed. Therefore, during this period, we offer you a temporary unpaid leave for April to June 2020.
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In light of the above, we will also apply the Employment Retention Programme (ERP) for you. We sincerely apologise for the unexpected event and we pray hard that the pandemic will be over soon.

Please feel free to contact Ms Jia Lat, Human Resource, if you need any information or clarification.

Sincerely,

I, Song Liew, IC 830303-14-4896 have read and understand the abovementioned and willingly apply the proposal as set out in this letter.

**DORAEMON LIEW**  
Human Resource cum Finance

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Date :.....