

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

To: All Employees

From: Management

Subject: Bonus Cancellation

Date:

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The last few months have shown a decrease of customer participation at {Name}. We believe this to be a reflection of the difficulties within the economy. I have observed that all employees of {Name} have put forth their very best efforts in product promotion, customer service, and teamwork.

However, we are unfortunate to report that we have experienced a deficit for this quarter. Due to this, we will not be able to provide a quarterly bonus. We apologize for this inconvenience. However, we are in the process of implementing new tactics to spark the customer's interest in our product.

Once again, we truly apologize for this. Your hard work has not gone unnoticed.

Thanking you for a job wonderfully done,

Management