**LETTER TO EMPLOYEE TO EN-CASH PAID LEAVE**

Date…

**Sub: Request En-cash Paid leaves**

Dear Employee

As we are all aware, the COVID-19 is posing challenges for everyone. We need to be financially responsible and proactive. To that end, I have asked the executive team to review all business goals, objectives and processes in order to find ways to decrease expenses, increase revenue and protect the future well-being of [Company name].

That the government has declared a lockdown and all the employees are given Work from home.

In this difficult times we request you to support the company and voluntary take your paid/annual leaves.

We appreciate all of your hard work, and we know we will have your support as we all strive for continued business success. Should you have any questions, please don't hesitate to speak with your manager or contact human resources.

Sincerely,

[Name]

CEO/President

Thanking you I remain.

Yours sincerely,

Name

Job Designation

Contact no

Email