[Company Name]  
[Address]  
[Contact/slogan]

To

[The Recipient]  
[Position]

Re. Filing Complain on the Implicit Salary Deduction during Pandemic and Strict Lockdown

Dear Sir,

I am writing this letter to you as a complaint filed with reference to the subject cited above. I am writing to tell you that my salary for the month of January has been deducted without informing me for implicit reasons. As I have confirmed from the other colleagues that this deduction is not applied to others. It means to say that either the finance section has made a mistake, or they did it for misunderstood reasons.

Coming to the more accurate and factual statements, the finance manager did a 10% deduction into my salary telling me that this deduction was made because I had been taking unauthorized breaks during working hours. Sir, I want to make it clear that I never left the office without informing Ms. Jennifer who is the Assistant HR Manager. Jennifer has also clarified my matter with the Finance Manager, but he is liquefying my case neither for extended inquiry nor for suspension.

Sir, the matter is suspending for two weeks and no further action has been taken to resolve the matter. Therefore, I seek your kindness to personally involve in this case and get the issue settles down. There is an unprecedented lockdown out there due to the unkind hazardous pandemic.

To work during such difficult circumstances is not easy. Where the pandemic has struck the economy, at the same time it has struck the common person with inflation and a high risk of contamination to the virus. Therefore, I request you to cordially engage the supervisory committee and reschedule my paycheck. Thank you!

Regards

Jim Jacker  
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Stigma Funds Marketing and Business Developers  
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