Date:

[Employee’s Name]

[Employee’s NRIC No. / Passport No.]

[Employee’s Address]

Dear **[Employee’s Name],**

**Movement Control Order 16.03.2020**

Malaysia has imposed Movement Control Order (MCO) on 16.03.2020 which will take effect from 18th of March until 28st of April 2020 (or further date).

All private business/premises (except those involved with the country’s essential services) shall be closed in this period. Owing to our company’s nature of business, most of our colleagues are not able to perform their full duties during this period, therefore these are our remuneration package proposed to you effective from 1 April 2020:

1. Reduce daily working hours from 8 hours to 2 hours (Your gross salary will be reduced at same percentage)
2. Perform 80% pay-cut temporary (or minimum salary of RM1,200)
3. Apply unpaid leave / annual leave if you cannot work at home

Kindly acknowledge on the above notice by signing and returning to us the duplicate of this letter. Please let us know if you need any help on this difficult moment. Let’s work together to overcome it.

Thank you.

Yours sincerely,

[Director’s Name]

Director

I, [Employee’s Name] (NRIC No. [Employee’s NRIC No. / Passport No.]) acknowledge that I have read and do hereby accept the selection \_A / B / C\_ given in this letter.

………………………….

[Employee’s Name]