

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

We, the undersigned employees of \_\_\_\_\_ are writing to you to express our concern about our jobs with the company. We call on the company to meet with us to discuss the following issues related to the recent pause in our employment:

1. Who will be unable to work and for how long?
2. In what order will people be called back to work?
3. What kind of compensation will we receive during this period?
4. \_\_\_\_\_
5. \_\_\_\_\_

Signed,

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____