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| **INSERT YOUR LOGO HERE** |

**STATEMENT / NOTICE**

TO:

FROM: MANAGEMENT

DATE:

TIME:

**NOTICE**

At this point, management is not aware of the reason(s) why you have stopped working. Management acknowledges that there must be a reason(s) for your action(s). Management is willing to discuss any grievances. However, they can be discussed and investigated only if we know what they are. Therefore, management requests that:

1. you take 30 minutes to discuss your grievances with an employee representative and to compile a list of all your grievances;
2. the employee representative meet with management at \_\_\_\_\_\_\_(time) in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(venue) to discuss the grievances; and
3. employee representatives will be allowed to report back to you during and after the discussions with management.

Lastly, if you resume your duties by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time), management will not deduct wages from the time you have not worked.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MANAGER