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| **INSERT YOUR LOGO HERE** |

**GUIDELINE STATEMENT IN PREPARING AN ULTIMATUM NOTICE**

TO:

FROM: MANAGEMENT

DATE:

TIME:

**ULTIMATUM**

You have been engaged in strike action since \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Management have issued a number of statements to you, but you have not yet resumed your duties.

Management has investigated your grievances and attempted to resolve them through negotiations (discussions) with your union representatives.

At present the company is losing production and, as stated before, you are loosing money because you will not receive any ages for the period since the strike started.

Management can no longer allow you to refuse to resume your duties. You are now formally notified that management insist that you resume duties by \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) at \_\_\_\_\_\_\_\_\_(time).

If you do not resume your duties as stated above, you will be dismissed.

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

MANAGER