

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Company
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Address Line		
City, State Zip Code		

Re: Announce Actions to be Taken During a Strike (Management's Announcement)

Dear :

As you know, {Name of Labor Union/Individual} has organized a strike against {company}. {Name of Labor Union/Individual} states that {company} is underpaying its employees, offers no benefits, overworks its employees and does not provide a safe work environment. During the duration of this strike, {company} has decided to continue its schedule and policy as before. If you have any questions, please contact management.

Sincerely,

N A M E