



LABOR LAW POSTER SERVICE
5859 W. Saginaw Hwy. #343
Lansing, MI 48917

Notice of Temporary Layoff

4/9/2025

RE: SHIPPING & PRODUCTION DEPARTMENTS

I regret to inform you that due to budgetary considerations and system upgrades, it is necessary to place you on temporary layoff for the period commencing 4/25/2025 and ending on 8/22/2025. We do appreciate your patience and understanding during this time. Our plan is to have all the system upgrades completed by 8/22/2025 for employees to return to work on 8/25/2025. If there are any concerns regarding this matter, please contact me directly.

Sincerely,

Michael Bishop
Operations Manager
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