



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

Notice of Temporary Layoff

6/13/2024

RE: NOTIFICATION OF TEMPORARY LAYOFF

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 6/17/2024 and ending on 8/30/2024. We do appreciate your patience and understanding during this time. Our plan is to have all the system upgrades completed by 8/30/2024 for employees to return to work the day after Labor Day on 9/03/2024. If there are any concerns regarding this matter, please contact me directly.

Sincerely,

Michael Bishop
Operations Manager
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