

March 23, 2020

To our valued employees:

As we enter into our slow season, (company name here) has filed an application with the State of Connecticut to participate in the Department of Labor's Shared Work Program. If the application is approved, your work hours may be reduced by (insert percentage here), which would be partially offset by partial unemployment benefits and layoffs would be avoided. We expect to need to participate in Shared Work during our slow season between (enter duration of program use here). Your signature is requested to show that you have received information in regards to the Shared Work Program.

Please give your comments, if any, to your supervisor or (insert name here) in Human Resources within 7 days.

Thank you.

Please sign below:

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