

Sonic Communications



Dear Electronics Production Worker,

Sonic Communications will be laying off all production workers in Electronic Assembly for at least six months while we completely modernize our plant and re-tool to produce high-tech products for a more specialized market. If we don't stay one step ahead of technological change we will lose our market share. This layoff will be effective two weeks from now.

Your record here has been excellent and we believe that you should acquire more training and consider specializing. Your communications and teamwork skills have also proved to be very good and we would be interested in re-hiring you if you are still available when we start production again.

Sincerely,

Sue Gold
Human Resources

Human Resources
Sonic Communications

Box 511, Station C
Bakersville