

[Company Letterhead]

[Date]

[Union Representative Name]

[Union Name/Local Number]

[Address]

[City, State, Zip Code]

RE: Notice of Cost of Living Allowance (COLA) Adjustment

Dear [Name of Union Representative],

Pursuant to Article [Number], Section [Number] of the Collective Bargaining Agreement between [Company Name] and [Union Name], this letter serves as formal notification regarding the upcoming Cost of Living Allowance (COLA) adjustment.

Based on the review of the [Specify Consumer Price Index, e.g., CPI-W] for the period ending [Date], the following adjustments will be implemented:

- **CPI Increase Percentage:** [Percentage]%
- **COLA Calculation Amount:** \$[Amount] per hour/month
- **Effective Date:** [Date]

This adjustment will be applied to the base wage rates for all eligible employees covered under the bargaining unit. The updated wage scales are attached to this letter for your records.

Employees will see this adjustment reflected in their paychecks starting on the pay period ending [Date].

If you have any questions regarding these calculations or the implementation process, please contact the Labor Relations department at [Phone Number] or [Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Enclosure: Updated Wage Scale Table