

[Company Name]  
[Address]  
[City, State, Zip Code]

[Date]

[Employee Name]  
[Employee ID]  
[Address]  
[City, State, Zip Code]

**Subject: Notice of Temporary Furlough**

Dear [Employee Name],

This letter is to formally notify you that [Company Name] is implementing a temporary furlough due to [reason for furlough, e.g., unforeseen business circumstances/economic downturn]. This decision has been made in accordance with the Collective Bargaining Agreement (CBA) between [Company Name] and [Union Name, Local #].

Your furlough is scheduled to begin on [Start Date]. At this time, we anticipate the furlough will last until [End Date or "indefinitely"]. We will provide you with at least [Number] days' notice regarding your return-to-work date.

During this period, the following conditions apply:

- **Employment Status:** You remain an employee of [Company Name], but you are not authorized to perform any work or access company systems during the furlough period.
- **Seniority:** Your seniority will be maintained in accordance with Article [Number] of the CBA.
- **Benefits:** [Detail status of Health Insurance, Pension, etc., or reference the specific CBA section].
- **Unemployment:** You may be eligible for unemployment insurance benefits. We recommend contacting the [State Name] Employment Development Department immediately.

We have coordinated this process with your Union Representatives, [Name of Representative], to ensure all contractual obligations are met. If you have questions regarding your rights under the CBA, please contact your Union Steward.

For company-related questions regarding benefits or return-to-work procedures, please contact [HR Name/Department] at [Phone Number/Email].

We appreciate your contributions to [Company Name] and look forward to your return.

Sincerely,

[Name]

[Title]

[Company Name]

cc: [Union Name, Local #]