

Date: [Insert Date]

To: [Insert Name of Union Representative/Shop Steward]

Union: [Insert Union Name/Local Number]

From: [Insert Name of Management Contact/HR Manager]

Company: [Insert Company Name]

Subject: Formal Advisory of Mandatory Furlough

Dear [Insert Name],

This letter serves as formal notification to [Insert Union Name] regarding the upcoming mandatory furlough of employees within the [Insert Department/Bargaining Unit] represented by your organization.

Due to [Insert Reason: e.g., economic downturn, seasonal slowdown, or budgetary constraints], the company has determined it necessary to implement a temporary reduction in force. The details of the furlough are as follows:

- **Effective Date:** [Insert Start Date]
- **Anticipated End Date:** [Insert End Date or "To Be Determined"]
- **Number of Affected Employees:** [Insert Number]
- **Selection Criteria:** [Insert Criteria: e.g., seniority-based as per CBA Section X]

During this period, affected employees will remain employees of [Insert Company Name], but will be placed on an unpaid leave of absence. Benefits coverage will [Insert Detail: e.g., continue as per the current Collective Bargaining Agreement/be subject to COBRA].

We are committed to following all protocols outlined in our Collective Bargaining Agreement. We are available to meet with you on [Insert Date/Time] to discuss the impact of this decision and address any questions regarding the transition for your members.

Please find the list of affected employees attached to this correspondence.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]