

[Date]

[Union Representative Name]
[Union Name and Local Number]
[Address]
[City, State, Zip Code]

RE: Notice of Furlough and CBA Compliance

Dear [Union Representative Name],

This letter serves as formal notification that [Company Name] will be implementing a furlough affecting employees within the [Department/Unit Name] bargaining unit, effective [Start Date]. This action is due to [Brief Reason, e.g., seasonal downturn, budgetary constraints].

In accordance with Article [Number] of the Collective Bargaining Agreement (CBA), the company is adhering to the following compliance measures:

- **Selection Criteria:** Furloughs have been determined based on [Seniority/Specific Criteria] as outlined in Section [Number] of the CBA.
- **Notice Period:** Affected employees are being provided with [Number] days of notice, satisfying the requirements of Section [Number].
- **Benefits:** Health and welfare benefits will [Continue/Be Modified] during this period as per the terms defined in Section [Number].
- **Recall Rights:** Employees placed on furlough will retain recall rights for a period of [Duration] as specified in Section [Number].

The following employees are impacted by this action:

[List Names and Seniority Dates, or reference an attached spreadsheet]

We are available to meet on [Date/Time] to discuss the impact of this furlough or to address any grievances regarding the application of the CBA. Please contact [Name] at [Phone/Email] to confirm your availability.

Sincerely,

[Your Name]
[Your Title]
[Company Name]