

[Company Letterhead]

[Date]

[Union Representative Name]

[Union Name]

[Union Address]

[City, State, Zip Code]

RE: Notice of Implementation of Furlough - [Bargaining Unit Name]

Dear [Mr./Ms. Last Name],

This letter serves as formal notification that [Company Name] will be implementing a mandatory furlough for employees represented by [Union Name] due to [reason for furlough, e.g., seasonal downturn, economic conditions, budgetary constraints].

After reviewing our operational requirements and in accordance with Article [Number] of the Collective Bargaining Agreement, the following furlough plan has been established:

- **Effective Date:** [Start Date]
- **Anticipated End Date:** [End Date or "Indefinite"]
- **Furlough Schedule:** [e.g., One week per month / Every Friday / Full temporary cessation of operations]
- **Affected Positions:** [List specific job classifications or departments]

During the furlough period, the following provisions regarding employee benefits will apply:

- **Health Insurance:** [Details on coverage continuity and premium payments]
- **Seniority:** [Details on how seniority accrual is affected]
- **Accrued Leave:** [Details on whether PTO/Vacation can be used]

We are committed to following all procedures outlined in our current agreement. We are available to meet on [Date] at [Time] to discuss the impact of this implementation and address any specific concerns regarding the affected members.

Please acknowledge receipt of this notice by signing below and returning a copy to the Human Resources Department.

Sincerely,

[Name]

[Title]

[Company Name]

Received By:

[Union Representative Signature]

[Date]