

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee ID]

[Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter serves as official notification that due to [reason for furlough, e.g., seasonal downturn, economic conditions, restructuring], [Company Name] is implementing a temporary furlough. This decision has been made in accordance with the terms of the Collective Bargaining Agreement (CBA) between [Company Name] and [Union Name, Local #].

Your temporary furlough will begin on **[Start Date]**. We currently anticipate this furlough will last until approximately **[End Date or "Until Further Notice"]**. Please note that this date is subject to change based on business needs.

During this period, you will remain an employee of [Company Name], but you will not perform any work or receive compensation from the company. Regarding your benefits:

- **Health Insurance:** [Details regarding coverage maintenance or COBRA].
- **Seniority:** Your seniority will [accrue/be frozen] as per Article [Number] of the CBA.
- **Unemployment:** You may be eligible for unemployment insurance benefits. Please contact your local state unemployment office for details.

We have notified your Union Representative, [Representative Name], regarding this action. If you have questions regarding your rights under the CBA, please contact your Union Steward.

For questions regarding company benefits or return-to-work procedures, please contact the Human Resources Department at [Phone Number] or [Email].

We thank you for your service and look forward to your return.

Sincerely,

[Sender Name]

[Title]

[Company Name]

cc: [Union Name, Local #]