

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Notice of Mandatory Union Furlough

Dear [Employee Name],

In accordance with the collective bargaining agreement between [Company Name] and [Union Name], this letter serves as formal notification that you are being placed on a mandatory furlough.

Furlough Period:

Your furlough is scheduled to begin on [Start Date] and is expected to conclude on [End Date]. You are scheduled to return to work on [Return Date].

Terms of Furlough:

- You are prohibited from performing any work-related tasks during this period.
- Your seniority status will be maintained as per the union contract.
- Health insurance benefits will [remain active / be handled as follows: Insert Details].
- You may be eligible for unemployment insurance benefits; please contact your local office for verification.

Contact Information:

If you have questions regarding your union rights or the selection process, please contact your Union Steward, [Steward Name], at [Phone/Email]. For questions regarding payroll or benefits, contact Human Resources at [HR Phone/Email].

We appreciate your cooperation and your continued service to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

cc: [Union Representative Name / Union Local Number]