

To: [Manager Name/HR Department Name]

From: [Your Full Name]

Employee ID: [Your ID Number]

Union Affiliation/Local: [Union Name/Number]

Date: [Current Date]

Subject: Request for Voluntary Furlough

Dear [Recipient Name],

I am writing to formally express my interest in participating in the voluntary furlough program currently being offered to union employees. I understand that this request is subject to approval based on operational needs and the terms set forth in our current Collective Bargaining Agreement (CBA).

I would like to request my furlough period to begin on [Start Date] and conclude on [End Date].

I understand that during this unpaid period, my seniority status and benefits will be handled in accordance with the union contract and company policy. I am aware that I must coordinate with the HR department regarding the continuation of any insurance premiums or other deductions during my absence.

Please let me know the next steps required to finalize this request and if there is any additional union-specific documentation I need to sign.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number/Email]

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cc: [Union Steward Name]