

[Company Name]  
[Address]  
[City, State, Zip Code]

[Date]

[Employee Name]  
[Employee ID]  
[Department]

**Subject: Notice of Partial Furlough Schedule**

Dear [Employee Name],

In accordance with the collective bargaining agreement between [Company Name] and [Union Name], this letter serves as formal notification that your position is being placed on a partial furlough schedule due to [Reason for Furlough, e.g., economic conditions/operational changes].

Your modified work schedule will be effective starting [Start Date] and is currently expected to continue until [End Date or "further notice"].

**Work Schedule Details:**

- **Current Standard Hours:** [Number] hours per week
- **Furlough Reduction:** [Number] hours per week
- **New Work Hours:** [Number] hours per week
- **Specific Work Days:** [List days, e.g., Monday through Wednesday]

During this period of partial furlough, your compensation will be adjusted to reflect the actual hours worked. Please note the following regarding your benefits and union status:

- **Benefits:** [Detail impact on health insurance, accruals, or retirement].
- **Union Dues:** [Detail how dues will be handled during reduced hours].
- **Unemployment Insurance:** You may be eligible for partial unemployment benefits. Please contact your state's unemployment office for eligibility requirements.

We remain in communication with [Union Name] regarding these measures. If you have questions regarding your seniority or specific contract rights, please contact your Union Steward. For questions regarding payroll or benefits, please contact the Human Resources Department at [Phone Number/Email].

Thank you for your continued dedication to [Company Name] during this transition.

Sincerely,

[Manager Name/HR Representative Name]  
[Title]  
[Company Name]

cc: [Union Representative Name/Local Number]