

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

[Employee Name]
[Employee ID]
[Address]
[City, State, Zip Code]

Subject: Notification of Furlough and Benefits Information

Dear [Employee Name],

This letter is to formally notify you that due to [Reason for Furlough], you are being placed on a temporary furlough effective [Start Date]. Your return-to-work date is currently estimated to be [End Date/To Be Determined].

As a member of [Union Name, Local #], your benefits during this period are governed by the Collective Bargaining Agreement (CBA). Please review the following information regarding your coverage:

1. Health Insurance (Medical, Dental, Vision)

[Option A: Your health insurance coverage will continue through the end of the month.]

[Option B: The company will continue to pay its portion of the premiums for X months. You are responsible for your portion.]

[Option C: You will receive information regarding COBRA enrollment via separate mail.]

2. Retirement and Pension

Contributions to your [401k/Pension Plan] will cease during the furlough period. For specific questions regarding vesting or service credits, please contact the Union Trust Office at [Phone Number].

3. Vacation and Sick Leave

In accordance with the CBA, you [will/will not] be permitted to use accrued vacation time during this furlough. Sick leave accruals will be paused until your return.

4. Unemployment Insurance

You may be eligible for unemployment benefits during this time. You should file a claim with the [State Name] Department of Labor immediately. The company will not contest claims related to this furlough.

5. Life Insurance and Disability

[Detail status of life and disability insurance coverage here.]

6. Union Dues

Please contact your Union Steward regarding the payment of dues or "withdrawal card" status to remain a member in good standing during the furlough.

We appreciate your contributions to [Company Name] and look forward to your return. If you have questions regarding your benefits, please contact [HR Name/Department] at [Phone/Email].

Sincerely,

[Name]

[Title]

[Company Name]

cc: [Union Representative Name]