

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Union Affiliation: [Insert Union Name/Local Number]

Subject: Notice of Furlough Extension

Dear [Employee Name],

We are writing to formally notify you that your current furlough, which began on [Original Furlough Start Date], is being extended. This decision is due to [briefly state reason, e.g., ongoing economic conditions/operational requirements].

As a member of [Union Name], this extension is being implemented in accordance with the Collective Bargaining Agreement (CBA) and after discussions with your union representatives.

Extension Details:

- **New Anticipated End Date:** [Insert Date]
- **Status:** You remain an employee of [Company Name] but will continue to be on unpaid status.

Benefits and Compensation:

Your eligibility for health insurance and other benefits during this extension period will continue to be governed by the terms of the CBA. Specifically, [mention key detail, e.g., company-paid premiums will continue until Date / or employee must remit payment].

Recall Rights:

You maintain your seniority and recall rights as outlined in the [Article/Section Number] of the union contract. We will notify you immediately via [phone/email/mail] should business needs allow for an earlier return to work.

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

Thank you for your continued patience and cooperation during this time.

Sincerely,

[Name of Manager/HR Representative]

[Title]

[Company Name]

cc: [Union Local Number Representative]