

Date: [Insert Date]

To: [Name of Management Representative]
[Title]
[Company Name]
[Company Address]

From: [Name of Union Representative/Steward]
[Union Name/Local Number]
[Contact Information]

RE: Formal Dispute Regarding Furlough of [Employee Name(s) or Group Name]

Dear [Name of Management Representative],

This letter serves as a formal notice of dispute regarding the recent furlough action taken against [Employee Name(s)/Job Classification], effective [Date Furlough Began/Is Set to Begin].

The Union contends that this action violates the Collective Bargaining Agreement (CBA), specifically:

- Article [Number], Section [Number] regarding Seniority Rights.
- Article [Number], Section [Number] regarding Recall Procedures.
- Article [Number], Section [Number] regarding Proper Notice Requirements.

Specifically, the Union objects to this furlough on the following grounds:

[Insert brief description of the violation, e.g., failure to follow seniority order, lack of required notice period, or improper selection criteria].

As a resolution, the Union requests the following remedies:

- Immediate rescission of the furlough notice.
- Reinstatement of affected employees to their prior positions.
- Make-whole relief, including back pay and restoration of lost benefits/seniority.

We request a meeting to discuss this matter within [Number] days, as per the grievance procedure outlined in our agreement. Please contact me at your earliest convenience to schedule a time.

Sincerely,

[Signature]
[Printed Name]
[Union Title]