

[Company Header/Logo]

[Date]

[Employee Name]

[Employee ID]

[Department]

RE: Notice of Shift Elimination

Dear [Employee Name],

Pursuant to the terms of the Collective Bargaining Agreement (CBA) between [Company Name] and [Union Name], this letter serves as formal notification that your current shift, [Name of Shift, e.g., 3rd Shift], is being eliminated effective [Date].

This decision is the result of [Brief Reason, e.g., operational restructuring / change in production requirements] and is not a reflection of your individual performance.

In accordance with the seniority and displacement (bumping) rights outlined in Article [Number] of the CBA, your options are as follows:

- **Option A:** Reassignment to [New Shift Name/Hours] effective [Date].
- **Option B:** Exercise seniority rights to "bump" into a position for which you are qualified, as per union rules.
- **Option C:** Accept a voluntary layoff (if applicable under current contract).

Please contact your Union Steward and the Human Resources Department by [Deadline Date] to declare your intent regarding these options. If no selection is made by this date, the company will proceed with reassignment based on the provisions of the CBA.

A meeting has been scheduled for you on [Date/Time] at [Location] with [Manager/HR Name] and your Union Representative to discuss this transition and answer any questions regarding your benefits and seniority status.

Thank you for your continued service and cooperation during this transition.

Sincerely,

[Name]

[Title]

[Company Name]

cc: [Union Local Number/Representative Name]
Personnel File