[Company Letterhead]

Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID]
Union Local: [Insert Union Number]

Subject: Notice of Layoff - Product Line Discontinuation

Dear [Employee Name],

Please be advised that [Company Name] has made the difficult decision to permanently discontinue the [Name of Product Line] product line, effective [Date]. As a result of this discontinuation, your position as [Job Title] is being eliminated.

This layoff is being conducted in accordance with the Collective Bargaining Agreement (CBA) between [Company Name] and [Union Name]. Your final day of work will be [Last Working Day].

Regarding your rights and benefits:

- **Seniority and Bumping:** In accordance with Article [Number] of the CBA, your seniority rights regarding displacement or "bumping" options are [describe status or refer to attached list].
- **Recall Rights:** You will remain on the recall list for a period of [Duration] as specified in the CBA.
- **Final Pay:** Your final paycheck, including all earned wages and accrued vacation time, will be issued on [Date].
- **Benefits:** Information regarding health insurance COBRA coverage and any applicable severance pay will be sent to your home address via [Mail/Email].

We encourage you to contact your Union Representative, [Representative Name], at [Phone Number] to discuss your specific rights under the contract. You may also contact the Human Resources Department at [HR Phone Number] for questions regarding your benefits.

We thank you for your service to the company and wish you the best in your future endeavors.

Sincerely,

[Signature]
[Name of Manager/HR Director]
[Title]

cc: [Union Steward Name]
[Personnel File]