Sample Letter to Collective Bargaining Representative

Today's date

John Doe
United Bookbinders
456 Union Drive
Ourtown, WI 54321

RE: Notice of Business Closing

Dear Mr. Doe:

ABC Company will be permanently closing its facility at [insert address of the affected location]. The closure has been prompted by the company's decision to discontinue the product line manufactured at that location.

This action is expected to result in the permanent elimination of 100 employees – 25 salary and 75 hourly positions. The company expects to begin eliminating positions on [insert date] and will continue in phases until complete closure on [insert close]. Attached is a spreadsheet outlining the anticipated layoff schedule for all affected positions along with the names of the employees currently holding those positions.

The company will ensure that employees will be paid all earned wages and agreed upon benefits at the time of their termination.

If you need additional information, please contact [insert company official name and telephone number]

Sincerely,

[insert signature block]