



Draft for Impacted Employees

[Insert Date]

[Insert name and Address]

SUBJECT: Collective Bargaining Agreement Article 12 Section 5.C.5

This is 60 days advance notification of your possible involuntary reassignment from your current status as a full-time regular in the **[Insert craft]** craft in the **[Insert office]**. This action is the result of a **[Insert Reason]** that was conducted in your office and in accordance with the Collective Bargaining Agreement Article 12 Section 5.C.5 – Reduction in the Number of Employees in an installation Other Than by Attrition.

This action may result in your involuntary reassignment outside the craft in the same installation; outside the installation, in the same craft; or outside of the craft and outside of your present installation.

We will provide you with additional information, as it becomes available.

If you have any questions, please contact me.

Postmaster