

Union Negotiation Meeting Recap

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Sender's Name]

Attendees:

- [Attendee 1]
- [Attendee 2]
- [Attendee 3]

Meeting Purpose:

The purpose of this meeting was to discuss the ongoing negotiations between the union and management concerning [Insert Key Topics].

Discussion Points:

- [Discussion Point 1]
- [Discussion Point 2]
- [Discussion Point 3]

Outcomes:

[Brief summary of the outcomes or agreements reached during the meeting.]

Next Steps:

[Outline the next steps and any follow-up actions required.]

Next Meeting:

The next meeting is scheduled for [Insert Date and Time].

Thank you for your participation and collaboration.

Best Regards,

[Your Name]

[Your Position]

[Union Name]