

Union Negotiation Progress Summary

Date: [Insert Date]

To: [Union Representative's Name]

From: [Your Name/Title]

Subject: Summary of Union Negotiation Progress

Introduction

This letter serves as a summary of the progress made in our recent union negotiations.

Key Discussion Points

- Increased wages proposal - [Details]
- Health benefits discussion - [Details]
- Workplace safety protocols - [Details]
- Flexible scheduling options - [Details]

Agreed Actions

1. [Action Item 1]
2. [Action Item 2]
3. [Action Item 3]

Next Steps

We will reconvene on [Insert Date] to further discuss and finalize our agreements.

Conclusion

Thank you for your continued cooperation and engagement in these negotiations.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]