

Sample Union Letter

Print on official letterhead/stationary for the union

Date

To: Agency Director

Dear...,

I am writing to let you know that (name of union) does not object to having a member of the Jesuit Volunteer Corps Northwest provide services to (name of community or organization) for (purpose of position).

We understand that the Jesuit Volunteer/AmeriCorps Member would be placed with (name program) and would serve during the period of August (year) to July (year). Their role would be to (brief description of role of JV/AmeriCorps member).

This agreement applies to this particular Jesuit Volunteer/AmeriCorps Member position description. The (name of union) and (name of partner agency) are in agreement that this position will not supplant bargaining unit work.

Sincerely,

Union Representative