

SAMPLE TERMINATION LETTER  
USE COMPANY NAME AND LETTERHEAD

**SEND CERTIFIED MAIL – RETURN RECEIPT REQUESTED**

(Address of appropriate union(s))

Gentlemen:

We have revoked the authority of the Central Illinois Builders of Associated General Contractors to represent this Company in any and all collective bargaining or labor relations matters with your organization. By copy of this letter to CIB/AGC, this will confirm the above referenced revocation. Accordingly you are hereby notified that this Company will not be bound by the Master Labor Agreement between the Central Illinois Builders of AGC and your organization after (expiration date of Agreement), nor will this Company be bound thereafter by any negotiations, renegotiations, amendment, extension or renewal of said Master Labor Agreement.

We do believe that this company is not party to an Independent agreement binding this Company to the obligation of any collective bargaining agreement with your organization. However, out of an abundance of caution, this letter constitutes notice that this Company desires to terminate any such independent collective bargaining agreement.

This notice is in compliance with Sections 8(d) of the National Labor Relations Act, as amended, as well as the termination provisions of the Agreement.

**\*\*ADD THIS PARAGRAPH FOR SECTION 9(a) AGREEMENTS. HINT: ADD THE PARAGRAPH IF YOU DON'T KNOW EXACTLY WHAT YOU HAVE SIGNED.**

*We hereby offer to meet with your official representatives at any mutually agreeable time, at which we may discuss specific proposals regarding a new agreement with your organization.*

Very truly yours,

(Name of Company)

(Name of Individual) (Title)

cc: Central Illinois Builders/AGC  
Federal Mediation & Conciliation Service  
Illinois Department of Labor