

Date

Office of Policy, Research and Legislation
Attention: Alternative Workweek Election Results
Department of Industrial Relations
P.O. Box 420603
San Francisco, CA 94142-0603

To Whom It May Concern:

Re: Alternative workweek election results for (Company Name and full address)

On (election date), secret ballot elections for an alternative workweek were held at the offices of (Company Name and Telephone Number).

1. For the (work unit name) work unit: Vote: (XX)% “Yes”; Work schedule: Four 9-hour days.
2. For the (work unit name) work unit: Vote: (XX)% “Yes”; Work schedules: four 9-hour days; or four 8-½ hour days.
3. For the (work unit name) work unit: Vote: (XX)% “Yes”; Work schedule: four 9-hour days.
4. For the (work unit name) work unit: Vote (XX)% “Yes”; Work schedule: four 9-hour days.

All documents related to the work unit proposals, the work unit ballots and the election results are on file at the Company office.

Best regards,

Business Representative Name