

[Your Name]  
[Your Position]  
[Your Office]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Office]  
[Recipient Address]  
[City, State, Zip Code]

Subject: Decision on Case No. [Insert Case Number]

Dear [Recipient Name],

This letter serves to communicate the decision rendered by the National Labor Relations Commission (NLRC) regarding the case filed by [Complainant's Name] against [Respondent's Name], dated [insert date of filing].

After thorough examination of the submitted evidence and testimonies, the Commission arrives at the following conclusions:

1. **Findings of Fact**:

- a. [Summarize key findings related to the case]
- b. [Note any relevant facts established during hearings]

2. **Issues Resolved**:

- a. [List the specific issues the Commission addressed]
- b. [State the legal basis for the resolution of these issues]

3. **Decision**:

- a. [Clearly state the outcome of the case, e.g., dismissal, favorable decision for complainant]
- b. [Include any mandates or orders for compliance]

4. **Final Notes**:

- a. [Mention the right to appeal and the procedure for doing so]
- b. [Any other remarks]

This decision is final and executory unless appealed or reconsidered in accordance with existing laws.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

National Labor Relations Commission (NLRC)