

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Awareness of the National Labor Relations Act (NLRA)

We are reaching out to inform you about your rights and responsibilities under the National Labor Relations Act (NLRA). The NLRA is a federal law that protects the rights of employees to engage in collective bargaining and to participate in organized labor activities.

As a valued member of our team, it is important for you to understand that you have the right to:

1. Form, join, or assist a union.
2. Bargain collectively through your chosen representative.
3. Engage in other concerted activities for mutual aid or protection.
4. Speak freely about your working conditions.

We encourage open communication and respect for all employees' rights to discuss workplace issues. If you have any questions regarding the NLRA or your rights under this law, please feel free to reach out to [HR Contact Name] at [HR Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]