

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Communication Regarding NLRA Rights

We would like to take this opportunity to remind you of your rights under the National Labor Relations Act (NLRA). As an employee, you are entitled to engage in concerted activities for the purpose of collective bargaining or mutual aid or protection.

Please be informed that you have the right to:

1. Organize and join a union.
2. Participate in collective bargaining.
3. Discuss wages, working conditions, and other employment-related matters with your fellow employees.
4. Contact the National Labor Relations Board if you believe your rights have been violated.

We encourage open communication and aim to maintain a collaborative work environment. If you have any questions or concerns regarding your rights under the NLRA, please feel free to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]