

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notification of Employee Rights Under the National Labor Relations Act (NLRA)

This letter is to inform you of your rights under the National Labor Relations Act (NLRA). We believe it is important that you are aware of your rights as an employee.

Under the NLRA, you have the right to:

1. **\*\*Join or Form a Union:\*\*** You have the right to join or assist a union or other labor organization.
2. **\*\*Collective Bargaining:\*\*** You have the right to engage in collective bargaining and to negotiate with your employer through representatives of your choosing.
3. **\*\*Concerted Activities:\*\*** You have the right to engage in activities with other employees for mutual aid or protection, including discussing wages and working conditions.
4. **\*\*Free Speech:\*\*** You have the right to express your views about working conditions, your employer, and unions, as long as it does not interfere with your work duties.
5. **\*\*Reject Union Representation:\*\*** You have the right to choose not to join or associate with a union, and you cannot be discriminated against for that choice.

It is unlawful for your employer to discriminate against you for exercising any of these rights. If you believe your rights have been violated, you have the right to file a complaint with the National Labor Relations Board (NLRB).

If you have any questions regarding your rights under the NLRA, please feel free to reach out to your supervisor, human resources, or a legal representative.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]

[Company's NLRB Compliance Notice]

**\*\*Note:\*\*** This letter is intended to inform you of your rights and responsibilities; it is not legal advice.