

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: NLRA Training Notification

We are pleased to inform you that you have been selected to participate in the upcoming training session on the National Labor Relations Act (NLRA). This training is designed to enhance your understanding of employees' rights and the responsibilities of employers under the NLRA.

****Training Details:****

- ****Date:**** [Insert Date]

- ****Time:**** [Insert Time]

- ****Location:**** [Insert Location]

- ****Duration:**** [Insert Duration]

The session will cover topics including:

- Overview of the NLRA

- Employee rights under the NLRA

- Prohibited practices and employer obligations

- The role of labor unions

Please confirm your attendance by [Insert RSVP Deadline]. Should you have any questions, feel free to reach out to [Insert Contact Information].

Thank you for your commitment to understanding and complying with labor laws.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]