

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

[Subject: Notification of NLRB Rights]

Dear [Employee's Name],

This letter serves as a notification of your rights under the National Labor Relations Act (NLRA) as enforced by the National Labor Relations Board (NLRB).

You have the right to:

1. Organize or join a union.
2. Engage in collective bargaining.
3. Discuss wages, hours, and other terms of employment.
4. Participate in strikes or picketing.

It is illegal for your employer to discriminate against you for exercising any of these rights. Should you feel that your rights are violated, you may file a charge with the NLRB within six months of the alleged violation.

For more information, please visit the NLRB website at [insert NLRB website link] or contact [insert appropriate contact information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]