

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Your Rights under the National Labor Relations Act

This letter serves as an important notification regarding your rights under the National Labor Relations Act (NLRA). As an employee, you have the right to:

1. Organize to form, join, or assist a union.
2. Bargain collectively through representatives of your own choosing.
3. Engage in other concerted activities for the purpose of collective bargaining or mutual aid or protection.
4. Refrain from engaging in any of these activities.

It is unlawful for your employer to interfere with, restrain, or coerce you in the exercise of these rights. If you believe that your rights have been violated, you have the right to file a charge with the National Labor Relations Board (NLRB).

For more information on your rights, you can visit the NLRB website at [www.nlr.gov] (<http://www.nlr.gov>) or contact them at [NLRB contact number].

We encourage you to familiarize yourself with these rights and to reach out if you have any questions or concerns.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Enclosure: NLRB Rights Poster]