

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves to inform you of your rights under the National Labor Relations Act (NLRA). As an employee, you have the following rights:

1. ****The right to organize****: You have the right to join or form a union to advocate for your workplace interests.
2. ****The right to engage in collective bargaining****: You can negotiate with your employer over wages, benefits, and other employment terms as part of a union or independently.
3. ****The right to concerted activities****: You can participate in activities with your coworkers to improve working conditions, such as discussing workplace issues or organizing protests.
4. ****The right to refrain from these activities****: If you choose, you also have the right to refrain from joining, supporting, or participating in union activities.

It is important to know that it is illegal for your employer to retaliate against you for exercising these rights. If you believe your rights have been violated, you may contact the National Labor Relations Board (NLRB) for assistance.

Please feel free to reach out to [HR Contact Information] if you have any questions or need further clarification about your rights.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]