

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Acknowledgment of NLRA Rights

We are writing to formally acknowledge that you have been informed of your rights under the National Labor Relations Act (NLRA). As an employee, you have the right to engage in activities regarding collective bargaining and union organization without fear of discrimination or retaliation.

This letter serves to confirm that:

1. You have the right to organize and join a union.
2. You have the right to engage in collective bargaining.
3. You have the right to refrain from participating in such activities.
4. You are protected against discrimination for exercising these rights.

If you have any questions regarding your rights under the NLRA or require further information, please do not hesitate to reach out to our HR department.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]