

[Your Name]
[Your Title]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notice of Employee Rights Under the National Labor Relations Act

We are committed to maintaining an open and fair workplace. Under the National Labor Relations Act (NLRA), you have certain rights regarding union activities and collective bargaining.

This letter serves to inform you of your rights, which include:

1. The right to organize, join, or assist a labor organization.
2. The right to engage in collective bargaining.
3. The right to participate in strikes and picketing.
4. The right to engage in protected concerted activities for mutual aid or protection.

We encourage you to ask questions or seek further information regarding your rights. For more details, you can visit the National Labor Relations Board (NLRB) website or contact us directly.

Thank you for your attention to this important matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company/Organization Name]