

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Advisory Regarding Voter Eligibility and Bargaining Unit Determination

Dear [Employee Name],

This letter is to formally advise you of your status regarding the upcoming representation election involving [Name of Labor Organization/Union].

1. Bargaining Unit Determination

The [National Labor Relations Board or relevant Authority] has defined the appropriate bargaining unit for this election. Based on your current job classification of [Job Title], it has been determined that your position is [Included/Excluded] in this unit.

2. Voter Eligibility

Based on the determination above, you are [Eligible/Ineligible] to cast a ballot in the upcoming election. To be eligible, an employee must have been employed in a covered position during the payroll period ending [Eligibility Cut-off Date] and remain employed through the date of the election.

3. Election Details

The election is scheduled to take place as follows:

Date: [Election Date]

Time: [Poll Opening/Closing Times]

Location: [Physical Location or Method of Voting]

4. Voter List Disclosure

In accordance with legal requirements, the employer has provided a list containing your name and contact information (the "Voter List") to the [Authority Name] and the labor organization(s) involved in the election.

If you believe there is an error regarding your eligibility status or if you have questions regarding the voting process, please contact [Name/Department] at [Phone Number/Email] or visit the [Authority Name] website at [URL].

Sincerely,

[Name]

[Title]

[Company Name]