

# ATTACHMENT 5G1

## **SAMPLE LETTER TO RESPONDENT RE: COMPLIANCE**

(Date)

Respondent's Representative  
(Name and Address)

Re: (Case Name, Case #, FLRA No.)

Dear Mr./Ms. (Name):

Enclosed is a copy of the Decision and Order of the Federal Labor Relations Authority in the captioned case.

The Decision and Order requires, in part, the posting of notices on forms to be furnished by the Authority. Enclosed is one completed copy of the notice containing the language required by the Decision and Order. Please add the date, signature and title of the (appropriate signing official).

The Decision and Order requires that the notices be posted at (all locations specified in the Authority's Decision and Order). If you do not have suitable reproduction facilities to reproduce the quantity of notice forms required to satisfy the posting requirement, the (insert Region) Regional Director will provide you with additional blank forms upon request.

Please notify the (insert Region) Regional Director, within 30 days of the date of the Decision and Order, of the steps taken to comply with the requirements of the Decision and Order, and send a copy to the person(s) or parties on the

service sheet enclosed with this letter. Include a signed and dated copy of the notice with your submission.

Upon the expiration of the 60-day posting period, please certify, by letter to the (insert Region) Regional Director, with a copy to all persons or parties listed on the service sheet, that the Respondent has completed the requisite posting and any other remaining remedial action(s) required by the Decision and Order.

If you require any assistance or have any questions concerning compliance in this matter, please contact (name, address, and telephone number of the appropriate Regional Director).

For the Authority.

Sincerely,

Regional Director, (Region)

Enclosures (3)

Decision and Order  
Notice (completed copy)  
Service Sheet