

Employee Representation Agreement

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

City, State, Zip Code: [Employee's City, State, Zip Code]

Dear [Employee's Name],

This letter serves as an agreement between [Company Name] and [Employee's Name] regarding the representation of the employee in matters pertaining to [specific matters, e.g., grievances, negotiations, etc.].

Terms of Agreement

1. The employee shall be entitled to representation during any meeting or discussion regarding [specific issues].
2. The representative shall be [name or title of the representative], and their role shall be to provide support and assistance to the employee.
3. Both parties agree to maintain confidentiality regarding discussions that occur during the representation.
4. This agreement may be modified only in writing and signed by both parties.

By signing below, both parties agree to the terms outlined in this letter.

[Employee's Name]

Date: _____

[Authorized Representative's Name]

[Company Name]

Date: _____

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]