Greetings:

First, please allow me to welcome you to our organization.  I look forward to your contributions as a valued member of our corporate team!

I understand that you completed an Employment Law course while pursuing your degree, and this background could be most helpful in development of an upcoming presentation.  Please consider this to be your first, formal assignment within our company.

I am scheduled to speak at our quarterly shareholder meeting as a delegate of the Board of Directors, and I will be addressing various workplace statutes and regulations.  Specifically, I need content that accomplishes the following:

1. **Identifies and summarizes a Federal labor or employment law presented on the U.S. Department of Labor website (**[**https://webapps.dol.gov/elaws/elg/index.htm**](https://webapps.dol.gov/elaws/elg/index.htm)**);**
2. **Indicates the protections the law provides to employees and/or employers;**
3. **Explains how the law is enforced; and**
4. **Evaluates the impact the law may have on workplaces and employment settings.**

Your research should be finished within the next week to ensure adequate preparation time.  I trust that this will allow ample opportunity for information to be obtained, reviewed, and analyzed.  **To confirm, your response should be submitted to me in a final, polished format**.

As I will be traveling during the next few days, e-mail communication is strongly preferred.

I greatly appreciate your efforts regarding this initiative.  If you have questions or concerns at any time, please advise.