

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

To: All Full Time Employees

From: Management

Subject: New Vacation Policy

Date:

Upon your employment with {name}, you received eight vacation days that were to be used by the end of the year. The members of management have reviewed this policy and adjusted this policy.

The revised policy will now grant the usual eight vacation days, but will allow all full time employees to accrue additional hours toward vacation time. Also, in addition to this new policy, employees will be allowed to transfer over a minimal of 2 days of vacation to the next fiscal year. However, you are not allowed to take more than six consecutive days off, with out special permission from management.

If you have any questions, please do not hesitate to contact management.

Thank you.