

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

Name	Date	Return address:
Address Line		Company
City, State Zip Code		Address Line 1
		Address Line 2
		City, State Zip Code

Re: Decline of Employee Suggestion

Dear :

Management has reviewed your suggestion to extend the lunch period from one hour to two hours. I regret to inform you that this suggestion has been respectfully declined. If the lunch period was extended to two hours, this would be in direct conflict with the current productivity goals of the company.

However, management does maintain an open door policy and you are more than welcome to make an appointment to discuss this issue.

Sincerely,

N A M E