

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

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

Re: Issue Directive to Establish, Change, or Reaffirm Policies

Dear :

There have been some questions regarding the policies for lunch and breaks. I am writing this letter to clarify the policies referring to lunch and breaks. Effective immediately, lunch and breaks will be taken according to the following policies: .

If there are any questions, please contact me regarding this policy.

Sincerely,

N A M E