

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: Directive – Notify Employees of a New Policy or a Change in an Existing One	

Dear \_\_\_\_\_ :

It has come to my attention that parking has become a crucial issue. After the incident of a senior partner keying the side of a junior executive’s vehicle for parking in “his space,” I believe that it is imperative that we implement a parking policy. Effective immediately, we have assigned each employee a parking spot. Assignments were made according to time employed and seniority. Please park in your assigned area. We are also issuing decals with your lot number on them. Please place these on the rear left side of your vehicle. We will not be responsible for actions taken for parking in someone else’s “space.”

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

Sincerely,

N A M E