

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

To: Staff
From: Management
Subject: Directive – Break Policy (Memo Form)
Date:

It has come to the attention of management, that breaks are becoming a problem and hindering the efficiency of the company. Therefore, management has implemented a break policy that is to become effective immediately.

- Employees may not take their first break until they have been clocked in for at least 1hour.
- Employees may only take one 15 minute break for every 2 hours they are here.
- The staff of one department cannot take a break at the same time, they must rotate.
- Employees are not allowed to leave the premises on a break.

If there are any questions, please do not hesitate to contact management.