

Franchisee Operational Requirements

Date: [Insert Date]

To: [Franchisee Name]

[Franchisee Address]

Dear [Franchisee Name],

We are excited to have you as a franchise partner. As part of our commitment to maintaining the highest standards of operation, we would like to outline some essential operational requirements that you are expected to adhere to:

Operational Guidelines

- Follow all company policies and procedures as outlined in the franchise manual.
- Ensure compliance with local laws and regulations related to our business operations.
- Maintain cleanliness and organization of the franchise premises at all times.

Training and Development

- Complete initial training sessions within the specified time frame.
- Attend annual training updates as required by the franchisor.
- Provide ongoing training for all staff members to ensure service quality.

Reporting Requirements

- Submit monthly sales reports by the 5th of each month.
- Report any staffing changes within 24 hours.

We appreciate your cooperation and commitment to these operational requirements. Please feel free to reach out if you have any questions or need further clarification.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]