

# Notification of Changes to Server Tip Allocation Procedure

Date: [Insert Date]

Dear [Staff/Team Member],

We hope this message finds you well. We are writing to inform you of an important update to our server tip allocation procedure that will take effect starting [Insert Effective Date].

The following changes have been made:

- Tip pooling will now be calculated on a weekly basis rather than daily.
- All tips will be pooled and distributed based on hours worked during the week.
- Servers will receive 70% of the pooled tips, while 30% will be allocated towards staff training and development.

We believe these changes will promote fairness and enhance teamwork among all staff members. Please feel free to reach out with any questions or concerns regarding this new procedure.

Thank you for your continued hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Restaurant/Establishment Name]