

Dear Team,

We are excited to announce the implementation of a new tip sharing process for our servers, effective [Start Date]. This initiative aims to enhance teamwork and ensure fair distribution of tips among all staff members.

Overview of the New Process:

- Tips will be pooled at the end of each shift.
- Distribution will occur based on hours worked and roles fulfilled.
- A breakdown of the tip distribution will be provided weekly.

Benefits:

- Encourages collaboration among team members.
- Promotes a more equitable sharing of tips.
- Enhances morale and fosters a positive work environment.

We believe this new process will not only support our servers but also contribute to an improved experience for our guests. We appreciate your cooperation and commitment as we implement these changes.

Next Steps:

Please attend the meeting on [Meeting Date] at [Meeting Time] to discuss this process in detail and address any questions or concerns.

Thank you for your attention and continued dedication.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]