

Dear Team,

We hope this message finds you well. We would like to inform you about an important update to our tip distribution policy that will take effect on [insert date].

Updated Tip Distribution Policy

As part of our commitment to fairness and transparency, we have revised our tip distribution process. The key changes are as follows:

- Tips will be pooled and distributed on a weekly basis.
- All front-of-house staff, including servers, bussers, and hosts, will share in the tip pool.
- The tip distribution percentage will reflect individual hours worked to ensure fairness.

We believe that these changes will benefit our team and enhance the overall dining experience for our guests. If you have any questions or concerns, please feel free to reach out to your manager.

Thank you for your continued hard work!

Sincerely,
[Restaurant Name] Management