

Revised Tip Distribution Guidelines

Date: [Insert Date]

To: All Staff Members

From: [Manager's Name]

Dear Staff,

We hope this message finds you well. As part of our ongoing efforts to ensure a fair and transparent system for tip distribution, we have revised our guidelines. Please find the updated information below:

Revised Guidelines:

1. Tips will be pooled and distributed on a weekly basis.
2. Distribution will be based on hours worked by each staff member.
3. Incentives for outstanding service will be factored into distributions.
4. All staff must sign the acknowledgment form attached to this letter by the end of the week.

We believe these changes will create a more equitable environment for everyone involved. If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your hard work and dedication.

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]