

Updated Policy Notice

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you of an important update to our policy regarding the distribution of customer tips.

Updated Tips Distribution Policy

Effective [Insert Effective Date], the following changes will be implemented:

- All customer tips will now be pooled at the end of each shift.
- The tips will be evenly distributed among all staff members present during that shift.
- An updated record of tip distribution will be posted on the staff bulletin board at the end of each week.

We believe these changes will promote teamwork and ensure a fair distribution of tips among all employees.

If you have any questions or concerns regarding this updated policy, please feel free to reach out to [Contact Person/Department].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]