

Dear [Employee's Name],

We hope this message finds you well. This letter serves as a reminder regarding the upcoming revisions to our compensation schedule.

Please be aware that the new compensation structure will take effect on [Effective Date]. It is important that all employees review these changes to understand how they may impact your earnings.

If you have any questions or concerns regarding this revision, feel free to reach out to your supervisor or the HR department.

Thank you for your continued hard work and dedication to [Restaurant Name].

Sincerely,

[Your Name]

[Your Job Title]

[Restaurant Name]

[Restaurant Contact Information]