

Wage Period Update Notice

Date: [Insert Date]

To: [Employee Name]

From: [Restaurant Name]

Dear [Employee Name],

We hope this message finds you well. We are writing to inform you of an important update regarding the wage period at [Restaurant Name]. Effective [Insert Effective Date], the wage period will be updated as follows:

- New Wage Period: [Insert New Wage Period]
- Pay Dates: [Insert Pay Dates]
- Reason for Change: [Insert Reason]

We believe this change will benefit our team and improve our overall operations. If you have any questions or concerns regarding this update, please do not hesitate to reach out to [Contact Person/Department] at [Contact Information].

Thank you for your continued hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Restaurant Name]

[Contact Information]