[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

Dear [Recipient Name]:

I am writing to confirm the elements of our discussion this morning about your failure to meet our expectations regarding the length of lunch breaks.

Your supervisor reports that you cannot be relied upon to keep within the allotted thirty-minute lunch break that is stipulated in your job description.

We have offered an extension to your work day to allow for a sixty-minute lunch break; this would require arrival by 9 a.m. each day with departure at 5:30 p.m.

Alternatively, you can keep your current schedule of 9 a.m. to 5 p.m. and take a thirty-minute lunch break.

You told me today that you do not want to extend your work day until 5:30 p.m.

Your department head will closely monitor your working schedule; we will expect that your lunch breaks will stay within the allotted thirty-minute time. If we determine that you are unable to consistently meet our expectations in this area, we will be forced to terminate your employment.

We hope you will be able to meet our needs and hope for your success as a member of the [Company Name].

[Your Name]

[Title]