

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Position]
[Employee's Department]

Dear [Employee's Name],

Subject: Lunch Break Policy Reminder

I hope this message finds you well. I would like to take a moment to remind you of our company's lunch break policy, which is designed to ensure a healthy work-life balance for all employees.

As per our company guidelines, lunch breaks are scheduled for [duration] and can be taken between [start time] and [end time]. We encourage you to utilize this time to rest and recharge.

If you have any questions regarding this policy or need to discuss your lunch schedule, please feel free to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Position]