

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Letter of Understanding for Lunch Break Policy

This letter serves as a mutual understanding regarding the lunch break policy within [Company Name]. The following points outline our agreed-upon terms:

1. ****Lunch Break Duration:**** Employees are entitled to a [duration] lunch break during their shifts.

2. ****Break Timing:**** Lunch breaks should be taken between [start time] and [end time], unless otherwise approved by a supervisor.

3. ****Notification Requirement:**** Employees must inform their immediate supervisor [time frame] in advance when planning to take their lunch break.

4. ****Company Operations:**** Employees should ensure that their absence during the lunch period does not disrupt company operations or team responsibilities.

5. ****Policy Review:**** This understanding will be reviewed periodically and may be adjusted in accordance with company needs.

By signing below, you acknowledge your understanding of the lunch break policy as stated above.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Employee's Name] [Date]

[Your Name] [Date]