

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Company Name]

[Company Address]

Dear [Employee's Name],

This is a friendly reminder to take your lunch break during the designated times to ensure a healthy work-life balance.

**\*\*Lunch Break Details:\*\***

- **\*\*Start Time:\*\*** [Start Time]

- **\*\*End Time:\*\*** [End Time]

- **\*\*Duration:\*\*** [Duration]

Please make sure to take this time to recharge and enjoy your meal. If you have any questions or concerns regarding your break times, feel free to reach out.

Thank you for your hard work and dedication!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]