

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Lunch Allowance Notification

We are pleased to inform you that effective [start date], you will be entitled to a lunch allowance of [amount] per day. This allowance is provided to support you during your work hours and ensure that you have access to meals while at the office.

Please note the following details regarding the lunch allowance:

- **\*\*Eligibility\*\***: The allowance applies to all employees who [criteria for eligibility].

- **\*\*Distribution\*\***: The allowance will be disbursed [weekly/biweekly/monthly] as part of your payroll.

- **\*\*Usage\*\***: The allowance can be used for meals during your work hours. Should you have any questions regarding this allowance, feel free to reach out to [contact person/ HR department] at [contact information].

We appreciate your hard work and dedication to [Company Name].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]