

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Lunch Break Agreement

I hope this message finds you well. I am writing to formalize our agreement regarding lunch breaks for [specify department or team].

As discussed, the details of our lunch break policy are as follows:

1. ****Duration****: Each employee is entitled to a [specify duration] minute lunch break.

2. ****Timing****: Lunch breaks will be taken between [specify time range], and will be scheduled as follows: [provide any scheduling details if necessary].

3. ****Flexibility****: Employees may adjust their lunch break timing with prior approval from their immediate supervisor to ensure operational efficiency.

4. ****Coverage****: During lunch breaks, team members will ensure that adequate coverage is maintained to support ongoing operations.

We believe this arrangement will promote a better work-life balance and improve overall productivity. Please sign and return a copy of this letter to indicate your acceptance of these terms.

Thank you for your attention to this matter. Should you have any questions or require further clarification, feel free to reach out.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Enclosure: Copy of Agreement for Signature]

****Acceptance of Agreement****:

I, [Recipient's Name], hereby accept the terms outlined in this lunch break agreement.

Signature: _____

Date: _____