VACATION POLICY CHANGE LETTER

[Date]

[Full Name]

[Title]

[Insert Organization Name]

Dear Employee’s of [Insert Organization Name]   
  
The purpose of this letter is to inform you of an important change to the company policy regarding vacation pay. In lieu of our previous procedure, which provided employees with their accrued vacation pay at the time time of vacation, our company will now [Insert Change Here: e.g., pay out 4% of vacation pay as it accumulates during the vacation entitlement year on each pay cheque that is provided to employees during the regular pay cycles, subject to written agreement.]  
  
Your wage statement will clearly show the amount of vacation pay that is being paid on each pay cheque. This amount will be shown separately from any other amounts paid.

This policy will go into effect starting (Insert Date Here), your pay cheque will reflect these changes starting (Insert Date Here). All changes to the vacation policy and procedures are made in accordance with the [Insert Applicable Legislation] All other terms of your original employment agreement remain unchanged, and in force.

Please feel free to contact (Insert Name/Title Here) with any questions or concerns that you may have. Thank you for your dedication to [Insert Organization Name].  
  
Sincerely,

[Signature]

[Date]

[Title]