

## LETTER OF INSTRUCTION (1000)

(September 1988)

TO: (Employee's Name)

FROM: (Supervisor's Name)

RE: (Indicate Subject, e.g., vacation notification requirements, break periods, etc.)

(Explain here the information employee needs to know regarding Supervisor's expectations relative to work, work habits, unit policies, etc.)

Example:

This is to inform you that I require that all employees notify me of vacation requests a minimum of 24 hours prior to the vacation time; requests may be written or verbal.

Date: \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

Employee's Signature \_\_\_\_\_

\*Other examples of subjects which could be covered by letters of instruction are:

\* Person to Notify re: sick leave usage

\* Timely submission of time sheets

\* Designated lunch and break periods (if specific times are indicated for coverage periods)

\* Specific procedures to follow in a work assignment.

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