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[Header or insert Address]

<<Name>>  
<<Address>>  
<<Address>>  
<<Address>>  
<<Post Code>>  
  
<<Date>>

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Dear <<Name>>

**Re: Fair allocation**

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As previously advised, the Fair Allocation of Tips (FAT) Act 2023 comes into effect on 1 October 2024. This requires employers to ensure that all 'qualifying tips' are allocated fairly between workers.

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Following our earlier consultation, we have updated our Fair Allocation of Tips Policy to ensure compliance with the Act.

We are pleased to hear that you are happy to proceed with <<Company Name's>> proposed policy. We will confirm that this consultation is complete and our next steps to implement your information.

We shall regularly monitor the fair allocation of tips to workers to ensure that it continues to be fair and equitable.

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If you have any questions, please contact <<state job title e.g. the HR Manager>>.

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Yours sincerely,

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<<Name>>  
For and on behalf of <<Company Name>>

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