

Dear <licensee>

On <date> <name of workplace> is holding a work function at your premises. As this is a workplace event it is expected that all our policies and procedures applicable at our workplace are also applicable on your premises. I have written to all our employees informing them that this is the expectation.

I am aware that as a licensed premise you also have to comply with regulations especially related to responsible service of alcohol. I expect that compliance with these regulations will occur at our workplace event. I have also informed employees of these regulations and let them know that people will not be served to intoxication at this event.

The event goes from <start time> till <finish time> and I expect that alcohol will not be served to our employees after this time. I have also urged employees to arrange for safe transport home <or Our company has arranged for transport home from this event>.

I look forward to an enjoyable and safe event and anticipate that you will understand and support our requirements for compliance with these policies and regulations for our employees.

Yours Sincerely

Manager