



[DATE]

Dear [INSERT NAME],

Congratulations! You are receiving this letter because you have been identified as someone who has the potential to grow within our organization as a Shift Leader. We are excited to watch the progress you make and to see you unlock new potential as you embark on this developmental journey. Please review the information below. After we receive this signed commitment letter, we will begin the process of scheduling your training to become a Certified Shift Leader.

Should you have any questions about the Commitment Letter contained herein, please reach out to your General Manager or Restaurant Coach.

Congratulations again on this wonderful accomplishment!

Sincerely,

Christina Curran

Owner/Operator



## Development Commitment Letter for Shift Leaders

I understand that I am receiving a promotion to Shift Manager Trainee. Upon entering this program, I will receive a wage increase and a training plan to support my learning. I understand that in this new role, I must have a flexible availability that meets the restaurant's needs. I also understand that my wage increase and any benefits depend upon my participation and completion of this program. If I change my availability or fail to complete this training plan, I may give up my position and be allowed to return to my previous role.

The training program includes the following:

- On-time completion of assigned training plan using Fred and Campus e-learning modules (including completing at least one module within 14 days of attending my orientation)
- Completion of OTP1 and Safe and Respectful Workplace Manager modules
- Completion of Leading Great Shifts session with Restaurant Coach
- Attendance of scheduled Shift Leader Orientation Session
- Review of Mueller Family McDonald's Manager Handbook
- Attendance of Leadership Transitions Class within 4 months of my orientation
- Completion of Post-Class Action Plan
- Completion of ServSafe learning modules and passing ServSafe Manager's Examination
- Passing Shift Leader verification with 80% or higher

I understand that I am responsible for my development and communicating my needs to my General Manager and Supervisor. However, if I fail to complete the above program within the projected timeline, I could be reassigned to my original position and my pay rate would be decreased to the amount that I was paid before my promotion.

---

Signature

Date



**Development Commitment Letter for Shift Leaders**

[For HR use only]

<b>Employee Name:</b>	
<b>Date:</b>	
<b>NSN:</b>	
<b>Restaurant Coach:</b>	
<b>Current Pay Rate:</b>	
<b>Trainee Pay Rate:</b>	
<b>Certified Swing Pay Rate:</b>	
<b>Effective Date:</b>	
<b>Orientation Date:</b>	
<b>Module 1 Due Date:</b> <b>(14 days from orientation)</b>	
<b>LTC Date:</b>	
<b>Projected Program Completion Date:</b>	
<b>PEL Initials:</b>	