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| COMPANY NAME |
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# New Work Policy -2019

To: Recipient Name

From: Your Name

CC: CC Name

The administration has established some new policies & it is considered mandatory to follow these strictly. Though a notice is already posted on the notice board, yet the firm presents you the new policy clauses via email to make sure everyone goes through it. The policies include the clauses as narrated below:

* Keep away from wearing perfume in large quantity in the office as many others might be allergic to it & this practice can kill their professional day by giving them severe headaches.
* If possible, the steps towards personal sterility should be taken whenever you find some free time either in the bathroom or some other reserved zone.
* Listening to the music is not prohibited in our office, but you must make sure that the volume is not loud enough to become an obstacle for others to continue working at their normal pace.
* Employees are not allowed to use the printer for their personal use. They can use it if they are up to some official task.

Since the environment of our company is friendly & comfy, these policies are implemented to make our company an even better professional place for everyone to feel proud for being a part of it. As a vital clause of our rules and regulations, everybody is supposed to work & behave accordingly. Our purpose behind these policies is to improve the professional attitudes of employees & enhance the proficient competency of our organization.

With thanks