[Date]

To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

I have been observing employees talking unnecessarily with each other during duty hours disturbing the working environment. The work efficiency has also lowered down due to increased table talks. This is certainly against the company’s rules and regulations. You are given enough lunchtime where you can easily talk with another on topics of your interest but during office hours this kind of behavior is not acceptable.

If there is anything which is disturbing you people, we can surely talk about it in detail at any suitable time. Meanwhile, I advise you to concentrate on your work tasks and start working diligently towards it.

Sincerely,

[Your Name]

[Title]