[Date]

To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

It was probably from the last week that I have come across employees who have excessive use of mobile phones during working hours. This is certainly against the companies’ rules and regulations and any action by you which disrupts the work routine will make you subject to strict disciplinary action.

I understand the importance of mobile phone usage, but everything seems good when limited.  I am, therefore, advising you not to use mobile phones during office hours but if there is something which needs to be handled immediately, do talk to the management as to avoid any problems in future.

Sincerely,

[Your Name]

[Title]