To: Recipient Name

From: Your Name

CC: CC Name

The company (name of the company) has a very good reputation when it comes to having strict rules. It is necessary for the employees to follow all the rules and regulations. No one is exempt from following any rule unless he or she specifies a logical excuse that too would be looked at by the HR committee.

It has been observed by the Supervisor Mr. (name of the supervisor) that many of the fresh recruits do not follow company rules and policies. Many recruits have been seen wandering in the office without wearing an ID card. All the recruits, upon their recruitment, were given a pamphlet stating the complete rules and regulations of the company. It was also made clear that they will have to abide by the guidelines if they wish to work for the company.

Mr. (Name of the supervisor) has also mentioned that he has given multiple warnings to the recruits, but they tend to ignore these warnings repeatedly. Therefore, this circular is to strictly warn all the recruits that are not following the rules. The company has a no-compromise policy for rules. All the employees would be fined (enter the amount of money) if found without wearing an ID card. This rule implements from (mention the date). Moreover, if any employee has either misplaced or lost his ID card, he or she should visit the HR department and register the report of missing ID card. You would be given a temporary ID card to wear daily until you receive your permanent ID card from the company.

[XYZ]