[Company Name]  
[Address]  
[Contact]  
[Website]

To: Mr. XYZ

Date: ------------------

RE: Cell phone use at workplace is prohibited

Dear (name of the employee),

You have been observed using a mobile phone during work hours. You were seen making personal calls via your cell phone. It is the policy of the company that no employee can use the cell phone in working hours. This affects the productivity of the person to a great extent. If anyone is seen using a mobile phone on the premises of the company, the company considers it a serious offense and the management is also liable to take disciplinary action against those employees.

Please treat this letter as a first warning for you from the management. The company can take necessary actions if you don’t stop using a mobile phone when you are on duty.

Regards,

Your name  
Your signatures