Date:

To:

Name of the employee:

**Subject: Warning letter on using mobile phone in the office**

Dear Mr. ABC,

It has been observed that despite communicating the policies of the company regarding the use of cell and issuing verbal and written warnings, you have been seen using a mobile phone at the workplace. XYZ Company has a very strict and straight policy that no employee at the workplace is allowed to use a cell at any cost.

The use of mobile phones acts as a big distraction and results in decreased productivity. Employees who use cell phones constantly during work often fail to meet their goals and this deteriorates their performance to a great extent. XYZ Company is not going to tolerate this kind of behavior.

The purpose of this letter is to let you know that this is a warning letter. The company will have to take strict actions against you if you continue to ignore this warning just like previous warnings.

Regards,

Name of the employer

Signatures

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