Date:

Subject: Notice of no phone use at work

Dear employees,

This notice is concerned with the no phone use policy at work. We have implemented this policy because it was noticed that many staff members were getting disturbed from working efficiently due to using their phones at work. This causes a hindrance in the activities in the office.

You will be allowed to use your cell phone in case of an emergency. For this, you will have to come out of the earshot of staff members and attend the call in the corridor.

If this rule is not followed, we will take it as misconduct on your part.

Regards,

Name of the sender

Signatures