Date:

Subject: Notice of no phone use policy at work

This notice has been written after observing that many staff members were often seen using their phones at work. This is not productive and makes our company be seen as being unprofessional. Due to this behavior, we have decided to put a no phone use policy in place.

You will not be allowed to use your phone during working hours. In case there is an emergency, this will only be allowed then.

We hope all staff members will follow this rule. It will be seen ads misconduct on your part if you do not do this.

Regards,

Name of the sender

Signatures