[You Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

Dear [Recipient Name]:

This is to bring in to the attention of all the employees that cell phone usage must be limited during working hours. At [Company Name] we prefer to work in a healthy and productive environment. The usage of cell phones must not go to an extent where it becomes difficult for us to survive together.

We are certainly not against its use as it is an important tool required for communication. But excessive usage of the cell phone which in turn disrupts the workflow will not be tolerated and employee may be subject to strict action as per the company policy.

If the supervisor observes the excessive use of cell phone by an employee, the company reserves the right of asking the employee to provide details of his incoming and outgoing calls to determine the duration of calls attended by the employee during business hours.

Sincerely,

[Your Name]

[Title]

cc: [Manager Name]