[You Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

Dear [Recipient Name]:

This is to bring in notice that employees having cell phones in the office are prohibited to use the internet during working hours. Moreover, no messaging or even making calls will be allowed, whether it is over the internet or just a simple call.

Office WIFI will also be closed for employees and will be provided in cases where it is needed for business purpose only. If by any means it is observed that the WIFI is being misused, the person will be dealt strictly.

The managing director Mr. James has said that any employee who for any reason is sent out for business purpose can use the internet for performing his work-related activities only which will be monitored.

Furthermore, the use of cell phones while driving will not be allowed even if an employee is out for the business purpose. In case of occurrence of an accident, the employee will be held responsible and not the company.

We believe to work in a safe and healthy environment.

Sincerely,

[Your Name]

[Title]

cc: [Manager Name]