Mr. John.  
CEO.  
Marketing goods, London

Mr. Tom  
Sales supervisor  
Marketing goods, London.

Dated: 16th December,20XX

Subject: Notice of misusing smartphone in factory

Dear Mr. Tom

It is to bring to your attention that it has been observed that you have started misusing your smartphone while your working hours within the organization. It is our company rule that we do not allow our employees to use smartphones at work, but you had a few days back requested permission to use your phone as your mother was not well and you were expecting calls from the hospital. We understood your reason and gave you permission to use your phone during office hours.

Now as per your report your mother is well and is home but still, you are seen using the phone during office hours. Your manager had earlier given you a verbal warning to which you had not listened. It is for this reason that I am serving you this notice to stop using your phone in the workplace else serious action will be taken against you.

Tom, you have been a very good employee of the company and your efforts and hard work for the company can certainly not be denied. It was for this reason that we had understood your genuine problem and accepted your request, but you had misused the permission given to you which is not good.

Through this notice, I am warning you to stop using your phone during office hours as it disrupts the office environment. I expect to see a positive change in you.

Yours Sincerely,

Mr. John,  
CEO.  
Marketing goods, London.