To

**[The Recipient Name]**[Address]

Hope you are doing well. This letter has been issuing you in a healthy criticism manner. Like you already know our company has always been appreciated by our clients and other companies as well regarding its reputation and well-known rules and regulations. We have always made sure that the environment we are providing here to our employees and clients is healthy and safe for all.

You are being witnessed smoking in the cabin during working hours and in a meeting with our very old client here. He left a complaint to HR, which we already asked for an apology from the client about this issue.

At this point, working with us for six months you must have to be aware that a company’s reputation is with the client’s satisfaction. Infact any company would never progress if they received these types of complaints. You are a very progressive and hardworking employee of our organization, and we don’t want you to receive such remarks from the clients and other co-workers here.

It is not a good idea to smoke a cigarette at the workplace and interact with customers. It is simply not our company’s policy to bear with those employees who have a very unprofessional attitude and don’t bother to keep themselves away from smoking during working hours. You have also been verbally warned before too, but you did not pay any heed to them. It is also mentioned in your employment contract that maintaining cleanliness is a must. For your convenience, I am reiterating here that any worker with a cigarette will not be tolerated.

Please consider this letter as a formal warning letter from the company. You are expected to come to the workplace free from the urge of smoking and it is not easy to quit it during working hours that should be restricted to lunch break or off time only. We do not want to ruin our company’s image in front of our clients. We would not take this in future as such types of complaints are very embarrassing for us and for your own career too.

We hope that this notice will help you understand how smoking leaves such terrible impacts on a company’s image as well as an employee too. If we receive another single complaint again regarding smoking, we will have to take some other disciplinary actions as this action of your questions on the integrity of the company.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:**  
Designation