**Date: [DATE]**

**To**

**[The Recipient Name]  
[Designation -ABC Company]**

Dear All,

I must admit that Skyrocket Solution has earned a prestigious position in the market owing to its employees’ diligence and dedication to growing the business. We have come a long way from scratch to one of the leading companies in the city and it is all due to your loyalty.

We have been successfully maintaining a disciplined environment in our company throughout our career, but it seems to be falling apart now. We have been noticing a downfall in our employee's decorum, especially regarding the lunch breaks.

It is intimated to our esteemed employees that the new lunchtime will be 00:00-00:00 pm from now on and the venue has been moved from the first floor to the ground floor as the food court has been moved over there. We apologize for the inconvenience you previously had to go through on account of the reconstruction and moving of the mess hall. We would like to inform you that it is now open and functional fully on the ground floor.

All the employees are advised to strictly adhere to the timing and venue allocation for the lunch breaks. Disobedience in any capacity will be considered grave misconduct.

The Skyrocket Solution wishes its values to be demonstrated by its employees. Any worker not conforming to this new circular shall meet disciplinary response officially according to the company policy.

We appreciate your cooperation. With teamwork and your collaboration, we will establish that we are punctual and disciplined.

Sincerely,

HR Manager