To

[The Recipient Name]  
[Department]

**Subject: Untidy toilet cleanliness**

Dear staff members,

It has been brought to my attention that staff is not keeping the toilet clean and tidy. In the same way, workplace space is not being taken good care of. This is a kind of unprofessional behavior, and it reflects our bad image to customers or any visitor who come to our office.

The toilets of the office are shared by every staff member. Therefore, it becomes the responsibility of every employee to maintain cleanliness and hygiene. After observing a few things in my previous visit to the office, I realized that you people are not keeping the toilets clean. Therefore, I have been forced to write like this.

I noticed that non-degradable material was thrown in the flush deliberately. Somebody had defecated which was not flushed properly. Apart from it, an unpleasant smell was obvious in the toilet room. The overall appearance of the toilet seemed to be filthy and unhygienic.

Dear employees, the office is just like your house where you spend more than half of your day. You should use the toilets in the same way as you do at your own home. Its hygiene and cleanliness must be kept under consideration while using. Unhygienic and smelly toilet becomes the breeding place for many germs, bacteria, viruses, and disease-causing agents. CEO visit is expected during next week and you know that he puts a lot of emphasis on cleanliness.

All staff members are hereby notified to keep the following points in mind while using the office toilet.

* To avoid stains, please use a toilet brush to clean the toilet seat.
* Enough water must be used after defecation or urination.
* Nondegradable material must not be thrown in the flush to avoid the chances of clogging.
* Toilet papers must be thrown in the dustbin rather than the toilet seat.

The abovementioned notification must be followed in its true sense. This is the only way through which we can reflect our positive image to the customers and visitors. A positive response from all the staff members will always be appreciated.

[Your Name]  
[Designation]  
[Company Name]