To

[The recipient detail]  
[Department Name]  
[Company Name]

**Subject: False rumors at work policy [#XT]**

Dear Employees,

The purpose of writing this policy letter is to inform all employees that the spreading of false rumors at the workplace is being strictly banned henceforth. During last month, we have received a lot of complaints from our employees in which they have accused their colleagues of defamation. This situation has caused defamation of the persons being the subject of rumors. Similarly, conflicts between various employees have also been reported mainly due to false rumors.

To avoid the occurrence of such an unpleasant situation, the company has decided to introduce a rumor-free workplace policy. The sole purpose behind making such a policy is to make our office a place where you must fully concentrate on your work rather than discussing your colleagues negatively. The salient features of this policy are as follows:

* No discussion or negative gossiping against any employee in his absence will be tolerated from now. If due for any reason, you have grudge against any of your colleagues, you must go straight to him and clear your misunderstandings.
* Henceforth, no grouping and gathering are allowed in the office because the manager has reported to me about several groups which are serving as breeding places for all false rumors. We want to abolish this practice forever.
* To prevent the leakage of secret information by its employees, the company has now decided to keep a strict check on the social media accounts of all working employees. It looks strange but employees have compelled us to take such measures.

It has been observed that people love to talk about others' affairs rather than concentrate on their own work. Formulation of the above-mentioned policy was direly needed because offices are the social places which give birth to most of the rumors. In turn, these cause serious damage to a person who is being gossiped about or falsely rumored about.

This is expected from employees that they will follow this policy in letter and spirit and refrain from spreading false rumors about their colleagues.

[Your Name]  
[designation]

[Company Name]