To

[The Recipient Name]  
[Designation]

**Subject: Workplace gossip restriction**

Dear Employees,

All employees are notified through this letter that gossiping is strictly prohibited within the office premises. The company has made this decision after receiving many complaints from its employees. They told us about their colleagues who were gossiping about them.

Similarly, a female employee sent a return complaint to us about her colleague who was accused of gossiping and spreading rumors about her in the office. It causes great harm to her reputation. After careful investigation, it was probed that her allegation was true. The accused employee has terminated straight away.

To avoid such shameful incidents in the future management has decided to impose a ban on gossiping. This decision has been taken in the best interest of the company and its employees. Dear employees, the office is the place where you spend more than half of your day with your colleagues. It is painful that many of them waste their time on useless activities like gossiping. All employees are just like family members. It hurts when somebody comes to know that he or she is being made the subject of negative gossiping.

You portray a negative image of your colleagues by gossiping against them. This malpractice is extremely harmful to the healthy and peaceful working environment of the office. Similarly, quarreling and misunderstanding among colleagues in the same office have also been reported due to gossiping and false rumors.

It is hereby expected from employees that they will respect each other’s beliefs and a calm office environment wouldn’t be polluted by means of unprofessional behavior. Please show strict compliance with the directions.

Regards

[name]  
[teacher subject]  
[school]