

## **Warning Letter for Usage of Mobile Phone on Workplace/Office**

From:

Adarsh Sharma

Human Resource Manager

Zenith Technologies

Delhi

Date: July 23, 2020

To,

Akul Singh

54, Alaknanda Apartments

New Delhi

Sub: Warning Letter for Mobile Usage at Workplace

Dear Mr. Adarsh,

It has been observed that despite various warnings given by your team leader, Mr. Satish Gupta, you are still using your mobile phone in the office. Time and again, it has been brought to your notice that using mobile phones at workplace is strictly not allowed at Zenith Technologies.

The purpose of writing this letter is to issue a final warning against use of phone at office. If, after this warning letter, you continue to use your mobile phone at work then the management will be compelled to take a strict action against you.

Regards,

Adarsh Sharma

Human Resource Manager

Zenith Technologies

Delhi

<https://www.yourhrworld.com/formats/warning-letter-format/warning-letter-for-usage-of-mobile-phone-on-workplace/>