

Letter to Criticize Employee(s) for Smoking

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

To [enter recipient],

I did not expect this violation after a clear notification about the implementation of smoke-free policy had been made. I am greatly disappointed as many of you are still found smoking within office premises that too in office hours. This shows that the notification has not been taken seriously. I want to inform you all that this kind of open violations of office rules is not tolerable. I see no reason of smoking in the office when those who smoke have already been told to use the assigned smoking spots outside the office. From now onwards, I hope to not see anybody smoking in the office. In the case of violation, expect a deduction in the salary as fine for violating the policy. Thank you!

Sincerely,

[Your Name]

[Senders Title] -Optional-