To

[The Recipient]  
[Company Name]

We have found that many employees have been eating at the workspace. Leftover food items, empty food bags, and drink cans have been found after work hours from the office area. Moreover, footage from CCTV shows that some of you invite your friends over from other departments as well to join you for lunch in the office area. We condemn this act of unprofessionalism and warn all the employees to refrain from this practice from now onwards.

The workplace should be kept clean and free of eatables and drinks of any sort. This not only goes against the official policies of eating in the workspace but also poses a threat of germ build-up from food. This can potentially cause infections and spread diseases in unsuspecting individuals.

If an employee is found eating in the office space or if any eatables or drinks are brought to the office, strict action will be taken against him. This may include temporary suspension from the company or a ten percent deduction in salary.

We advise all the employees to use the designated space for lunch and tea. We are working towards expanding the tea bar and cafeteria so employees can have more space and can socialize with their friends from other departments in that space. We advise the managers and team leaders to make sure that the workers follow the company policies. We look forward to your cooperation in this matter.

Regards,

Office Management.