

Letter to Criticize an Employee for Excessive Telephone Usage

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear Mr. [enter employee's name],

I am writing this letter to you in order to remind you that the use of office phone is supposed to be for official purposes only. The employee handbook also says so and I hope that you have had a chance to read the handbook at least once. If you have, I am uncertain of the reason why then you are seen busy with the phone quite often which I am sure is not for official purposes always. Apart from using the office phone, you have been observed using your own phone in the office hours even though you know quite very well that the use of personal phone in the office hours has been allowed only for important or emergency calls.

In response to this letter, you either have to improve your attitude and avoid this unnecessary use of phone especially our phone or otherwise mention a valid reason of why are you doing so. I don't want you to come up with an argument though. In the end, I would again suggest you to reread the office rules as you seem to have forgotten them. Thank you!

Sincerely,

[Your Name]

[Senders Title] -Optional-