Date:

To [employee name]

**Subject:               Office decorum notice to staff**

This is to inform all staff that office decorum must not be violated under any conditions. It has been observed that some people have been exceptionally loud in their opinions and seen shouting comments and talking across the hall. This disturbs and distracts others working around you.

Please be mindful of your location and talk in normal tones. At [company name] we strive to make the working place professional and peaceful.

Sincerely,

Human Resources Department