

Workplace Etiquette Reminder

Dear Team,

As we continue to foster a positive and productive work environment, we would like to remind everyone of some important workplace etiquette practices:

- Be respectful of others' time by arriving on time for meetings.
- Keep noise levels down in shared spaces to maintain a conducive work atmosphere.
- Be mindful of personal space and avoid interrupting others when they are focused on a task.
- Practice open communication and provide constructive feedback when necessary.
- Maintain a tidy workspace and clean up after yourself in common areas.

Thank you for your cooperation and commitment to creating a respectful workplace.

Best regards,
[Your Name]
[Your Position]