

# Workplace Etiquette Clarification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification on Workplace Etiquette

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify some aspects of our workplace etiquette that we may need to revisit to ensure a harmonious working environment.

- 1. Communication:** It is important that we maintain professionalism in both verbal and written communications.
- 2. Respecting Personal Space:** Please be mindful of maintaining a respectful distance while interacting with coworkers.
- 3. Meeting Etiquette:** Arriving on time and being prepared for meetings fosters a more productive atmosphere.

If you have any questions or need further clarification on these points, please do not hesitate to reach out. Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]