

Shared Environment Usage Etiquette

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Dear [Recipient's Name],

I hope this message finds you well. As we continue to share our workspace and collaborative environment, I would like to take this opportunity to outline some etiquette to ensure a harmonious atmosphere for everyone involved.

1. **Respect Shared Spaces:** Please keep common areas clean and tidy.
2. **Noise Levels:** Be mindful of your volume, especially in quiet zones.
3. **Personal Items:** Kindly avoid leaving personal belongings in shared areas.
4. **Use Equipment Responsibly:** Ensure that all shared equipment is properly used and returned in good condition.
5. **Communicate Clearly:** If issues arise, please address them politely and directly.

Thank you for your cooperation and for helping make our shared environment a pleasant and productive space for everyone.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]