

Dear [Office Users],

Shared Office Usage Rules

To ensure a productive and respectful working environment, we ask that all users adhere to the following rules:

1. Please minimize noise levels to maintain a peaceful atmosphere.
2. Respect shared spaces by keeping them clean and organized.
3. Log out of shared equipment and computers after use.
4. Be courteous to fellow office users by avoiding interruptions.
5. Report any maintenance issues immediately to office management.
6. Follow the booking system for meeting rooms and desks.
7. Adhere to office hours and ensure the security of the premises.

Thank you for your cooperation in creating a pleasant shared workspace for everyone.

Sincerely,
[Your Name]
[Your Position]
[Company Name]