

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

To: All Employees
From: Management
Subject: Unsatisfactory Behavior
Date:

It has come to my attention that there are several employees who have begun to take off their shoes in an attempt to become more comfortable. Though we at {Name}, attempt to make the most comfortable and productive work environment possible, the removing of footwear is intolerable behavior. It is also a fire hazard, in the case of an emergency; many employees would be delayed in saving themselves because they are attempting to put on their shoes. Therefore, we are asking that all associates of {Name}, please not remove their shoes or any other items of clothing.

Thank you for your cooperation in this matter.