

Employee Communication Expectations

Dear [Employee's Name],

As part of our commitment to fostering a positive and productive workplace, we would like to outline our expectations regarding communication within the team.

Guidelines for Effective Communication

- Always be respectful and considerate in your interactions with team members.
- Maintain clarity in your messages to avoid misunderstandings.
- Respond to emails and messages in a timely manner, ideally within 24 hours.
- Use appropriate channels for different types of communication (e.g., email for formal communication, instant messaging for quick questions).
- Seek to provide constructive feedback when necessary.
- Be open to feedback from others and encourage a culture of open dialogue.

If you have any questions or suggestions regarding our communication practices, please feel free to reach out to your manager or HR.

Thank you for your cooperation and commitment to upholding our standards.

Sincerely,

[Your Name]

[Your Position]

[Company Name]