

# Inter-Office Communication Guidelines

**Date:** [Insert Date]

**To:** [Recipient's Name]

**From:** [Your Name]

**Subject:** Inter-Office Communication Guidelines

## Purpose

This document outlines the communication guidelines for effective interactions within our office.

## Guidelines

1. Maintain professionalism in all communication.
2. Use clear and concise language.
3. Choose appropriate channels for different types of communication (e.g., email, instant messaging, face-to-face).
4. Respect colleagues' time by keeping messages brief and to the point.
5. Respond to messages in a timely manner.

## Conclusion

Following these guidelines will promote a positive and efficient workplace environment.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]