

Team Communication Policies

Date: [Insert Date]

Dear Team,

As we strive to enhance our collaboration and efficiency, we have established the following communication policies to guide our interactions:

1. Communication Channels

- Email is to be used for formal communications and important updates.
- Instant messaging platforms (e.g., Slack, Teams) should be used for quick questions and informal discussions.
- Video calls (e.g., Zoom) are preferred for team meetings and collaborative sessions.

2. Response Times

All team members should aim to respond to emails within 24 hours and instant messages within 2 hours during working hours.

3. Meeting Etiquette

- All participants should come prepared with agenda items.
- Start and end meetings on time.
- Encourage participation from all team members.

4. Feedback and Concerns

If you have feedback regarding our communication policies or wish to raise a concern, please do so in a respectful manner via email or during our meetings.

Thank you for your attention and commitment to maintaining effective communication within our team.

Sincerely,
[Your Name]
[Your Position]