

# Communication Ban Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Employer's Name]

Subject: Ban on Communication

Dear [Employee's Name],

This letter serves to inform you that, effective immediately, you are prohibited from communicating with [specific individuals or departments] regarding [specific issues or topics]. This decision has been made to ensure a professional and effective working environment.

We expect you to adhere to this directive and direct any inquiries or concerns through the proper channels. Failure to comply with this communication ban may lead to further disciplinary actions.

If you have any questions or require clarification, please contact [designated contact person/department].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]