

Employer Communication Directives

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Communication Directives and Expectations

Dear [Employee's Name],

As part of our ongoing effort to streamline communication within our team, we have established a set of directives that we expect all employees to adhere to. These directives are designed to ensure clarity, efficiency, and professionalism in all internal and external communications.

1. Communication Channels

All official communications should be conducted through the following channels:

- Email for formal correspondence.
- Team chat for quick inquiries and updates.
- Scheduled meetings for more in-depth discussions.

2. Response Times

Employees are expected to respond to emails within 24 hours and to team chat messages as promptly as possible, preferably within 1 hour during working hours.

3. Professional Tone

All communications should maintain a professional tone. Avoid jargon and be clear and concise in your messages.

4. Confidentiality

Always ensure that sensitive information is communicated securely and only with authorized personnel.

We appreciate your cooperation and commitment to maintaining clear and professional communication within our team. Should you have any questions regarding these directives, please feel free to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]