

Employer Contact Guidelines

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor/HR Representative Name]

Subject: Employer Contact Guidelines

Dear [Employee Name],

As part of our commitment to maintaining effective communication within the company, please find below the guidelines for employer contact:

General Guidelines:

- All communication should be respectful and professional.
- Use official company email accounts for work-related correspondence.
- Keep personal and professional contacts separate unless otherwise specified.

Contacting Supervisors:

- Reach out for urgent matters via phone or instant messaging.
- For non-urgent inquiries, please use email and allow 24-48 hours for a response.

Reporting Issues:

- Report any work-related issues through the HR department as soon as possible.
- Utilize the established grievance procedures outlined in the employee handbook.

If you have any questions regarding these guidelines, please feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Supervisor/HR Representative Name]

[Title]

[Company Name]