

Employer Contact Policy

Date: [Insert Date]

To: [Employee Name]

From: [Employer Name]

Dear [Employee Name],

We would like to inform you about our Employer Contact Policy, which outlines the guidelines regarding communications with external parties. The purpose of this policy is to ensure that all communications are professional, consistent, and in alignment with our company values.

Policy Guidelines

- All external communications must be conducted through official channels.
- Employees must seek approval from their supervisor before contacting clients or vendors.
- Confidential information should never be shared without proper authorization.
- All inquiries from the media must be directed to the designated spokesperson.

If you have any questions about this policy, please feel free to contact [HR Contact Name] at [HR Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

This policy is subject to change and will be updated as necessary.