

# Employer Contact Terms and Conditions

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

## Subject: Employer Contact Terms and Conditions

Dear [Employee's Name],

We are pleased to provide you with our terms and conditions regarding employer contact. Please review the following points:

### 1. Communication Channels

All communication will be conducted through official company email and phone numbers listed in our employee directory.

### 2. Availability

Employees are expected to be available during standard working hours, Monday to Friday, from 9 AM to 5 PM.

### 3. Response Time

Employees should aim to respond to communication within 24 hours during business days.

### 4. Confidentiality

All communications should adhere to company policies regarding confidentiality and data protection.

### 5. Contact Updates

Employees must notify HR of any changes to their contact information promptly.

By signing below, you acknowledge that you have read, understood, and agree to these terms.

\_\_\_\_\_

[Employee's Name]

[Employee's Signature]

Date: \_\_\_\_\_

If you have any questions regarding this agreement, please feel free to contact HR.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]