

# Employer Correspondence Limitation Notice

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We are writing to inform you of the limitations regarding employer correspondence in relation to your employment at [Company Name].

As per company policy, please be advised of the following:

- All communications must be directed through officially designated channels.
- Personal issues or grievances should be addressed during scheduled meetings.
- Direct correspondence with management regarding compensation or work conditions should follow the established procedures outlined in the employee handbook.

These measures are in place to ensure clarity and efficiency in communications within the company. We appreciate your understanding and compliance.

For any further questions or clarifications, please feel free to reach out to the HR department.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]