

**To:** All Management Personnel

**From:** [Senior Executive Name/Human Resources Department]

**Date:** [Insert Date]

**Subject:** Official Management Communication Guidelines and Risk Mitigation Protocol

Dear Management Team,

To ensure operational consistency and protect the organization from legal and reputational risks, all managers are required to adhere to the following communication guidelines effective immediately.

## 1. Core Communication Standards

- Maintain professionalism, objectivity, and transparency in all verbal and written interactions.
- Ensure all performance-based feedback is documented and based on measurable facts rather than personal opinions.
- Avoid using informal messaging platforms (e.g., personal SMS or unapproved apps) for official business decisions.

## 2. Risk Mitigation Protocols

- **Confidentiality:** Do not disclose sensitive company data or employee personal information to unauthorized parties.
- **Conflict Resolution:** Escalate potential legal or high-conflict HR matters to the Legal or HR department before issuing a final written response.
- **Regulatory Compliance:** All communications regarding financial projections or contractual obligations must be reviewed for compliance with industry regulations.

## 3. Documentation Requirements

Managers must maintain accurate records of formal meetings, disciplinary actions, and policy changes. If a communication involves a significant risk or liability, a carbon copy (CC) should be sent to the relevant department head for filing.

## 4. Reporting and Accountability

Failure to follow these guidelines may result in organizational vulnerability. If you identify a communication breach or a potential risk factor, report it immediately to [Insert Department/Contact].

Please acknowledge receipt of these guidelines by replying to this email or signing below.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Organization Name]