

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Confirmation of Request to Cease Contact at Place of Employment

Dear [Recipient Name],

I am writing to formally confirm my request that you and your organization immediately cease all communication with me at my place of employment, [Employer Name].

As previously discussed on [Date of verbal/previous communication], my employer does not permit me to receive personal or outside business calls, emails, or visits during working hours. Continued contact at my workplace is disruptive to my professional duties and may jeopardize my employment status.

Please direct all future correspondence to my personal address or phone number listed above. This request applies to all employees, agents, and representatives of your organization.

Please confirm in writing that you have received this notice and that my employment contact information has been removed from your active contact list.

Thank you for your immediate cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]