

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Title]

From: [Manager/HR Name]

Department: [Department Name]

Subject: Formal Approval of Contact Cessation Request

Dear [Employee Name],

This letter serves as formal notification that your request for the cessation of contact with [Name of Individual/Party] has been reviewed and is hereby approved, effective immediately.

In accordance with this approval, the following protocols must be observed:

- All direct communication (email, phone, or in-person) between you and the specified party must cease.
- Any necessary professional information exchange must be routed through [Designated Intermediary Name/Department].
- Should the specified party attempt to initiate contact, you are instructed to refrain from responding and report the incident to [Management/HR] immediately.

The company is committed to maintaining a professional and productive work environment. We will take the necessary steps to inform relevant stakeholders of this arrangement to ensure compliance and support.

If you have any questions regarding the implementation of these boundaries, please contact [HR Representative Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Printed Name]

[Title]