

Workplace Contact Prohibition Acknowledgment Letter

To: [Employee Name]

Employee ID: [ID Number]

Date: [Date]

Subject: Acknowledgment of No-Contact Order

I, [Employee Name], hereby acknowledge that I have been formally instructed by [Company Name] to adhere to a strict No-Contact Order regarding [Name of Protected Individual/Group].

I understand that "contact" includes, but is not limited to, the following:

- Direct verbal communication or physical approaches.
- Telephone calls, text messages, or voicemails.
- Emails or instant messaging (Slack, Teams, etc.).
- Social media interactions or tags.
- Requesting a third party to deliver messages on my behalf.

I acknowledge that this prohibition applies both during work hours and outside of work hours, and covers both professional and personal environments.

I understand that this directive is a lawful order from my employer. I further understand that any violation of this No-Contact Order may result in immediate disciplinary action, up to and including termination of my employment.

I have had the opportunity to ask questions regarding the scope of this order and fully understand my obligations.

Employee Signature

Date

Company Representative Name

Company Representative Signature