

PROFESSIONAL COMMUNICATIONS

1. All employees should communicate their observations and concerns which could ensure and improve efficient operation of the District.
2. Responsible public service often requires written professional communications and prompt replies.
3. Employees may use the following form to give appropriate attention to matters of mutual professional concern in the District.

PROFESSIONAL COMMUNICATION

TO: _____ DATE _____

The nature of this communication suggests a need for

A reply in 10 days or less No reply, FYI.

MESSAGE:

FROM: _____

REPLY:

SIGNED: _____ DATE: _____

White-return to sender Yellow-for person addressed Pink-retained by sender
2410-ES-a