

Business Ethics Policy Acknowledgment

Date: _____

To: [Employee Name]

From: [Your Name]

Subject: Acknowledgment of Business Ethics Policy

Dear [Employee Name],

This letter serves as an acknowledgment of your receipt and understanding of the business ethics policy outlined by [Company Name]. We believe that adherence to ethical standards is essential for maintaining the integrity and reputation of our organization.

By signing below, you confirm that you have read and understood the business ethics policy and agree to abide by its principles in your work with [Company Name].

Please sign and return this acknowledgment by [due date].

Thank you for your commitment to maintaining our ethical standards.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Employee Signature

Date: _____