

Conflict of Interest Statement

Date: _____

To: [Manager's Name]

From: [Employee's Name]

Position: [Employee's Position]

Dear [Manager's Name],

I am writing to formally disclose a potential conflict of interest related to my role at [Company Name]. In accordance with the company policy on conflicts of interest, I want to ensure transparency regarding the following situation:

[Describe the nature of the conflict, including involved parties and circumstances.]

I assure you that I am committed to ensuring that my professional obligations to [Company Name] are not compromised. I am open to any suggestions or further actions that the company may deem necessary to address this matter.

Thank you for considering my statement. I look forward to your guidance.

Sincerely,

[Employee's Name]

[Employee's Contact Information]