

Office of [Your Company Name]

Date: [Insert Date]

To: All Employees

Subject: Commitment to Ethical Language Use in the Workplace

Dear Team,

In our efforts to maintain a respectful and inclusive work environment, we want to emphasize the importance of ethical language usage in all our communications. Our words have the power to uplift or undermine, to include or alienate, and it is our responsibility to choose them wisely.

We encourage everyone to:

- Use respectful language that acknowledges the diversity of our workplace.
- Avoid derogatory or offensive terms and expressions.
- Practice active listening and consider the perspectives of others.
- Address conflicts or misunderstandings with professionalism and empathy.

By fostering a culture of ethical language use, we contribute to a more positive and productive workplace for everyone. Should you have any questions or need assistance, please do not hesitate to reach out to your supervisor or Human Resources.

Thank you for your commitment to creating an ethical and respectful workplace.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]