

Employee Code of Conduct Reminder

Dear [Employee's Name],

We hope this message finds you well. This is a friendly reminder about our company's Code of Conduct policies that all employees are expected to adhere to.

As a valued member of our team, we want to ensure that you understand the importance of these guidelines in maintaining a productive and respectful workplace. Please take a moment to review the key points:

- Respect for colleagues and clients
- Integrity in all business dealings
- Adherence to company policies and procedures
- Confidentiality of sensitive information
- Commitment to diversity and inclusion

If you have any questions or require further clarification on any aspect of the code, please do not hesitate to reach out to HR.

Thank you for your attention to this matter and for your continued commitment to our workplace values.

Sincerely,

[Your Name]

[Your Position]

[Company Name]