

HR Policy Compliance Reminder

Date: [Insert Date]

To: [Employee Name]

From: [HR Department]

Subject: Reminder of HR Policy Compliance

Dear [Employee Name],

We hope this message finds you well. This is a reminder regarding the importance of adhering to our HR policies to ensure a positive and productive work environment for everyone.

Please take a moment to review the following policies:

- Code of Conduct
- Attendance Policy
- Harassment Prevention Policy
- Confidentiality Agreement

Your cooperation in following these policies is crucial. If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]