

Conduct Policy Discussion

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Discussion of Conduct Policy

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a discussion regarding our current conduct policy.

The purpose of this meeting is to review the existing guidelines, gather feedback, and explore any potential updates that may be necessary to ensure our workplace remains respectful and inclusive for all employees.

I would like to schedule this discussion for [Insert Proposed Dates & Times]. Please let me know your availability, and I will do my best to accommodate.

Thank you for your attention to this matter. I look forward to our conversation and working together to enhance our conduct policy.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]