

# Interpersonal Conduct Guidance

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Guidance on Interpersonal Conduct

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide guidance regarding interpersonal conduct within our team. It is crucial that we foster a positive and respectful environment at work.

## Key Guidelines:

- Always communicate respectfully and clearly.
- Practice active listening to ensure all voices are heard.
- Maintain professionalism in all interactions.
- Avoid gossip and negative talk about colleagues.
- Address conflicts directly and constructively.

By adhering to these guidelines, we can promote a collaborative and harmonious work atmosphere. If you have any concerns or need assistance, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]