

# Important Communication Regarding Antitrust Compliance

Date: [Insert Date]

Dear [Employee's Name],

As an integral part of our commitment to ethical business practices, we want to take this opportunity to address the importance of complying with antitrust laws. It is essential that all employees understand the implications of these laws on our operations and conduct.

Recently, we have received information regarding potential antitrust violations within our industry that may impact our organization. It is crucial to ensure that our business relationships and practices remain compliant with federal and state antitrust laws.

To this end, we urge all employees to adhere strictly to the following guidelines:

- Avoid any discussions or agreements with competitors related to pricing, market allocation, or any other unfair competitive practices.
- Report any suspicious activities or communications that may indicate a violation of antitrust laws to your supervisor or the legal department immediately.
- Participate in any required training sessions to enhance your understanding of antitrust compliance.

Failure to comply with these laws can result in severe penalties for both the company and individuals involved. We appreciate your attention to this critical matter and your ongoing commitment to ethical business conduct.

If you have any questions or need further clarification regarding our antitrust compliance policies, please do not hesitate to reach out to the legal department.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]