

# Code of Conduct Acknowledgment

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the receipt of the Code of Conduct that was provided on [Insert Date]. I have read and understood the policies and expectations outlined within the document.

I recognize the importance of adhering to the Code of Conduct in maintaining a respectful and productive work environment. I commit to upholding these standards in all my interactions within the organization.

If I have any questions or require clarification regarding the Code of Conduct, I will not hesitate to reach out to my supervisor or the HR department.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]