

Invitation to Code of Conduct Training

Dear [Employee's Name],

We are pleased to invite you to our upcoming Code of Conduct Training session scheduled for [Date] at [Time]. The training will take place at [Location/Platform].

Upon completion of this training, you will have a better understanding of our organizational values, ethical standards, and the expectations concerning professional behavior.

Please RSVP by [RSVP Date] to ensure your place in this important training session.

We look forward to your participation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]