

Notification of Code of Conduct Update

Dear [Employee/Team Name],

We would like to inform you that our Code of Conduct has been updated as of [Date]. The revised document reflects our commitment to ensuring a respectful and inclusive work environment.

Please take a moment to review the changes, which include:

- [Brief description of update 1]
- [Brief description of update 2]
- [Brief description of update 3]

We value your dedication to upholding our standards and appreciate your cooperation in embracing these updates. For your convenience, you can access the updated Code of Conduct [here](#).

If you have any questions or require further clarification, please do not hesitate to reach out to [Contact Person/Department].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]