

# Letter of Ethical Standards Breach

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notification of Ethical Standards Breach

Dear [Recipient Name],

I am writing to formally notify you of a breach of ethical standards that has been identified within our organization. This incident involves [briefly describe the nature of the breach, e.g., violation of company policy, misconduct].

As you are aware, our organization is committed to upholding the highest ethical standards in all aspects of our operations. The actions surrounding this incident have raised significant concerns about compliance with our ethical guidelines, specifically [mention any specific policies or codes of conduct that have been breached].

We take this matter very seriously and have initiated an investigation to understand the circumstances surrounding this breach. Please be assured that we will handle this situation with the utmost care and confidentiality.

We appreciate your cooperation as we navigate this issue. If you have any information relevant to this case or any concerns, please do not hesitate to reach out to me directly.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]