

# Vendor Ethical Standards Training Notification

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Invitation to Vendor Ethical Standards Training

Dear [Vendor Name],

We are committed to maintaining the highest ethical standards in our operations and partnerships. As part of this commitment, we are pleased to invite you to our upcoming Vendor Ethical Standards Training session.

## Details of the Training:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location or indicate if it's virtual]
- **Duration:** [Insert Duration]

The training will cover critical topics such as:

- Understanding our ethical standards and policies
- Compliance with legal regulations
- Best practices for ethical conduct in vendor operations

Your participation is crucial to ensuring our partnership aligns with our ethical commitments. Please confirm your attendance by [Insert RSVP Date].

Thank you for your attention to this important matter. We look forward to your participation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]