

# Conduct Guidelines Reminder

Date: [Insert Date]

To: [Employee/Team Name]

From: [Your Name/Your Position]

Subject: Reminder of Conduct Guidelines

Dear [Employee/Team Name],

This letter serves as a reminder of our company's conduct guidelines that are integral to maintaining a positive and productive work environment. Adherence to these guidelines is essential for ensuring professionalism and respect among all team members.

## Conduct Guidelines Overview

- Respect and courtesy towards colleagues and clients
- Integrity in all business dealings
- Confidentiality of sensitive information
- Accountability for actions and responsibilities
- Compliance with company policies and legal regulations

We encourage everyone to review the complete guidelines available in [insert location or document reference]. For any questions or clarifications, please feel free to reach out.

Thank you for your attention and cooperation in this matter.

Sincerely,

[Your Name]

[Your Position]