

Request for Clarification on Ethics Policy

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification on the ethics policy outlined in our employee handbook, specifically regarding [specific section or issue, e.g., conflicts of interest, reporting procedures, etc.].

To ensure compliance and maintain the integrity of our work environment, it would be greatly beneficial to receive further details on the following points:

- [First point requiring clarification]
- [Second point requiring clarification]
- [Third point requiring clarification]

Understanding these elements will assist us in upholding our company's commitment to ethical standards. I appreciate your attention to this matter and look forward to your response.

Thank you for your time.

Sincerely,

[Your Name]

[Your Position]