

Conflict of Interest Disclosure

Date: [Insert Date]

To: [Insert Supervisor/Manager Name]

From: [Your Name]

Employee ID: [Your Employee ID]

Dear [Supervisor/Manager Name],

I am writing to formally disclose a potential conflict of interest as required by our company's policy. The details of the conflict are as follows:

- **Nature of the Conflict:** [Describe the nature of the conflict]
- **Related Parties:** [List any related parties involved]
- **Potential Impact:** [Explain how it could affect your job or the company]

I want to assure you that I am committed to maintaining the integrity and transparency expected in my role. I am more than willing to discuss this matter further and take necessary actions as advised.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]