

Conflict of Interest Policy Acknowledgment

Date: _____

To: [Employee/Board Member Name]

From: [Your Name/Title]

Subject: Acknowledgment of Conflict of Interest Policy

Dear [Employee/Board Member Name],

This letter is to confirm that you have received, read, and understood the Conflict of Interest Policy of [Organization Name]. It is important for you to understand your responsibilities in disclosing any actual or potential conflicts of interest in order to maintain the integrity of our organization.

Please sign and return the acknowledgment below to confirm your understanding and compliance with the policy.

Sincerely,

[Your Name]

[Your Title]

Acknowledgment

I, [Employee/Board Member Name], acknowledge that I have received, read, and understood the Conflict of Interest Policy of [Organization Name].

Signature: _____

Date: _____