

# Letter of Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

Subject: Acknowledgment of Code of Conduct Breach

Dear [Employee's Name],

We are writing to formally acknowledge the recent breach of our Code of Conduct that was reported on [insert date of incident]. It has come to our attention that [briefly describe the nature of the breach].

We want to emphasize the importance of adhering to our Code of Conduct, as it is essential for maintaining a respectful and productive work environment. We take this matter seriously and will be conducting a thorough investigation.

Please consider this letter as an official notification of the breach. We encourage you to reflect on this incident, and we invite you to discuss any questions or concerns with your supervisor.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]