

# Reminder: Code of Conduct Obligations

Dear [Employee's Name],

This is a friendly reminder regarding our company's Code of Conduct, which outlines the expectations for all employees. As a valued member of our team, it's important that you are familiar with these obligations and adhere to them at all times.

The key points include:

- Respectful communication with colleagues and clients
- Integrity in all work processes
- Commitment to team collaboration
- Compliance with company policies and legal regulations

Please take a moment to review the Code of Conduct document available in the employee portal. If you have any questions or need clarification, do not hesitate to reach out.

Thank you for your attention to this matter and for your continued commitment to maintaining a positive work environment.

Best regards,

[Your Name]

[Your Position]

[Company Name]