

# Resolution Letter for Code of Conduct Issues

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

Subject: Resolution of Code of Conduct Issues

We are writing to address the concerns raised regarding the adherence to our Code of Conduct. After a careful investigation into the issues brought to our attention, we are committed to resolving this matter in a fair and just manner.

1. **Summary of Concerns:**

[Brief summary of the code of conduct issues, including dates and nature of incidents.]

2. **Findings:**

[Summary of findings from the investigation.]

3. **Proposed Resolution:**

[Outline the steps that will be taken to address the issues, including any disciplinary actions, training, or policy changes.]

4. **Next Steps:**

[Detail any follow-up actions, timelines, and who to contact for further information.]

We value the integrity of our workplace and are committed to fostering an environment of respect and compliance with our Code of Conduct. Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]