

Workplace Policy Reminder

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Reminder of Workplace Policies

Dear [Employee Name],

This is a reminder of our workplace policies to ensure a safe and productive environment for all employees. Please review the following key policies:

- Code of Conduct
- Attendance and Punctuality
- Harassment and Discrimination Policy
- Confidentiality Agreement
- Health and Safety Guidelines

We appreciate your cooperation in adhering to these policies. If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]