

# Confirmation of Adherence to Policies

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Address]

Dear [Recipient Name],

I am writing to confirm my adherence to the policies set forth by [Company/Organization Name]. I have thoroughly reviewed the policies outlined in the employee handbook and acknowledge my commitment to comply with them in my role.

As a valued member of the team, I understand the importance of these policies in maintaining a safe and productive work environment. I affirm that I will uphold the standards and practices required to ensure compliance.

If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]