

# Declaration of Policy Compliance

Date: [Insert Date]

To: [Insert Recipient Name]

Position: [Insert Recipient Position]

Company: [Insert Company Name]

Address: [Insert Company Address]

Dear [Insert Recipient Name],

I, [Your Name], in my position as [Your Position] at [Your Organization], hereby declare that I have read, understood, and agree to comply with the policies and procedures outlined in the [Name of the Policy Document]. I understand the importance of adherence to these policies and the potential consequences of non-compliance.

I confirm that I will ensure my team is trained and aware of these policies and that I will carry out my responsibilities in alignment with the organizational standards.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Contact Information]