

Letter of Expectations for Supplier Employee Behavior

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are writing to outline our expectations regarding the behavior of employees representing [Your Company Name] while interacting with our team and customers. Maintaining a professional and respectful environment is essential for our collaboration's success.

Expected Behaviors:

- Demonstrate professionalism in all communications.
- Respect all team members and foster a positive working atmosphere.
- Adhere to our company's code of conduct.
- Present a clean and appropriate appearance while on our premises.
- Address any conflicts or misunderstandings promptly and professionally.

It is crucial that all employees associated with your organization uphold these standards to ensure a harmonious and productive partnership.

We appreciate your attention to these important matters and look forward to continued collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]