

Supplier Employee Conduct Review Process

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Subject: Conduct Review Notification

Dear [Supplier Contact Name],

We are writing to inform you about the initiation of a conduct review pertaining to an employee, [Employee Name], from your organization. This review is prompted by [briefly explain the reason for the review, e.g., observed conduct, complaints].

As part of our supplier conduct guidelines, we expect all employees to adhere to our standards of professionalism and ethics. The review process will involve the following steps:

1. **Investigation:** We will conduct a thorough investigation into the matter.
2. **Meeting:** A meeting will be scheduled for [insert date and time] to discuss the findings.
3. **Resolution:** A resolution will be determined based on the findings of the investigation.

We appreciate your cooperation in this matter. Please feel free to reach out to us should you have any questions or require further information.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]