

Subject: Business Partner Ethics Policy Training Opportunity

Dear [Partner's Name],

We hope this message finds you well. As a valued partner, we are committed to maintaining the highest standards of ethics and integrity in our business practices. To that end, we are excited to announce a training opportunity focused on our Business Partner Ethics Policy.

This training will cover essential topics such as:

- Understanding our Ethics Policy
- Compliance with legal and regulatory requirements
- Best practices for ethical decision-making
- Reporting mechanisms for ethical concerns

Details of the Training Session:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location] / Virtual (link to be provided)

We strongly encourage all key personnel from your team to attend this important training session. Please RSVP by [Insert RSVP Date] to ensure your participation.

Thank you for your ongoing partnership and commitment to ethical business practices. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]