

Investment Compliance Policy Reminder

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Reminder of Investment Compliance Policy

Dear [Employee Name],

I hope this message finds you well. This is a friendly reminder regarding our Investment Compliance Policy. It is essential that all employees adhere to the guidelines set forth to ensure our organization's integrity and compliance with regulatory requirements.

Please take a moment to review the key points of our Investment Compliance Policy:

- All personal investments must be reported to the compliance department.
- Avoid any conflicts of interest by disclosing any potential conflicts.
- Adhere to the trading blackout periods as specified in our policy.
- Ensure all investment recommendations are based on thorough and objective analysis.

If you have any questions or require clarification on any aspect of the policy, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]