

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Code of Conduct and Professionalism Expectations**

Dear [Employee Name],

This letter serves as a formal reminder regarding the professional standards and Code of Conduct expected of all employees at [Company Name].

Our organization is committed to maintaining a workplace environment characterized by mutual respect, integrity, and professionalism. As an employee, you are expected to adhere to the following guidelines:

- **Professional Behavior:** Treat all colleagues, clients, and partners with courtesy and respect at all times.
- **Workplace Ethics:** Conduct all business activities honestly and in compliance with company policies and legal requirements.
- **Communication:** Maintain clear, constructive, and professional communication in all verbal and written interactions.
- **Attendance and Punctuality:** Adhere to scheduled work hours and notify management promptly of any absences or delays.
- **Conflict Resolution:** Address disagreements through appropriate professional channels and HR-approved procedures.

Failure to adhere to these standards may result in disciplinary action, up to and including termination of employment. We encourage you to review the full Employee Handbook for a comprehensive list of all policies.

Please sign below to acknowledge that you have received this letter and understand the expectations set forth by the company.

Sincerely,

[Manager Name/HR Representative Name]

[Title]

[Company Name]

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**Acknowledgment of Receipt:**

I, [Employee Name], acknowledge that I have received and read this letter regarding the Code of Conduct and Professionalism.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_