

To: All Partners and Employees

From: [Managing Partner/Executive Committee Name]

Date: [Date]

Subject: Our Unified Core Values and Compliance Standards

Dear Colleagues,

Following the successful merger of [Firm A] and [Firm B], we are officially operating as [New Law Firm Name]. As we integrate our operations, it is essential that we establish a shared foundation of principles and professional standards.

Our Core Values

As a unified firm, we are committed to the following pillars:

- **Integrity:** We uphold the highest ethical standards in our practice and interactions.
- **Excellence:** We strive to deliver superior legal results and client service.
- **Collaboration:** We leverage our combined expertise to support our colleagues and clients.
- **Accountability:** We take ownership of our actions and our commitments to the firm.

Compliance and Professional Responsibility

To ensure our firm remains a leader in the legal industry, strict adherence to our Compliance Policy is mandatory. This includes, but is not limited to:

- Conflicts of interest screening for all new matters.
- Strict confidentiality and data protection protocols.
- Adherence to anti-money laundering (AML) and "Know Your Client" (KYC) regulations.
- Compliance with local and international bar association ethical rules.

Next Steps

Attached to this letter is the updated [New Law Firm Name] Employee Handbook and Code of Conduct. Please review these documents thoroughly. You will receive an electronic prompt to sign an acknowledgment form by [Deadline Date].

Should you have any questions regarding these values or specific compliance procedures, please contact the Compliance Officer at [Email/Phone Number].

Thank you for your dedication to making [New Law Firm Name] a success.

Sincerely,

[Signature]

[Name of Managing Partner]

[Title]

[New Law Firm Name]