

Date: [Insert Date]

To: All Agency Employees and Representatives

From: [Insert Name/Compliance Department]

Subject: Annual Insurance Agency Ethics Policy Acknowledgment

Dear Team,

As part of our commitment to maintaining the highest standards of integrity and professionalism within the insurance industry, all employees are required to review and acknowledge our Agency Ethics Policy on an annual basis.

Our reputation with our clients and carriers depends on our collective adherence to ethical business practices, transparent communication, and compliance with all state and federal insurance regulations.

Action Required:

- Review the attached [Insert Year] Ethics Policy Handbook.
- Ensure you understand the guidelines regarding conflicts of interest, client confidentiality, and fair dealing.
- Complete and sign the acknowledgment section below.

Please return the signed copy to the Human Resources or Compliance department by [Insert Deadline Date].

Acknowledgment of Receipt and Compliance

I hereby certify that I have received, read, and understood the [Insert Agency Name] Ethics Policy. I agree to comply with all policies and procedures outlined therein. I understand that any violation of these ethical standards may result in disciplinary action, up to and including termination of employment.

Employee Name (Printed)

Employee Signature

Date