

To: [Employee Name]

From: [Department Head/Supervisor Name]

Date: [Date]

Subject: Internal Conduct Acknowledgment

Dear [Employee Name],

As a member of the support staff at [Agency Name], you play a critical role in our daily operations. To ensure a professional and efficient working environment, all staff members are required to acknowledge and adhere to our internal conduct standards.

By signing this letter, you acknowledge that you have received, read, and understood the agency's policies regarding:

- Professional communication with colleagues and clients.
- Punctuality and attendance requirements.
- Confidentiality and data protection protocols.
- Proper use of agency equipment and resources.
- Compliance with the internal dress code and safety regulations.

You understand that maintaining these standards is a condition of your continued engagement with [Agency Name] and that failure to comply may result in disciplinary action.

Please sign and return a copy of this letter to the Human Resources department by [Deadline Date].

Sincerely,

[Signature]

[Name of Official]

[Title]

Employee Acknowledgment:

I, [Employee Name], hereby acknowledge that I have received and understood the Internal Conduct guidelines. I agree to abide by these policies during my time with the agency.

Signature: _____ Date: _____