[Company Header/Logo Area]

Date: [Date]

To: All Management Personnel / Department Heads

From: [Name/Title, e.g., Director of Human Resources]

Subject: Formal Implementation of Comprehensive Risk Management: Employment Practices Liability (EPL)

Dear Management Team,

To ensure a professional work environment and to mitigate Employment Practices Liability (EPL) risks, [Company Name] is formally updating our risk management protocols. These measures are designed to protect both our employees and the organization from claims related to discrimination, harassment, wrongful termination, and other employment-related disputes.

1. Policy Adherence
All managers are required to review and strictly enforce the updated Employee Handbook. This includes our zero-tolerance policy regarding workplace harassment and equal opportunity employment practices.

2. Documentation Standards
Effective immediately, all personnel actions-including performance reviews, disciplinary warnings, and termination proceedings-must be documented in writing. Documentation must be objective, factual, and submitted to HR for review prior to final action.

3. Mandatory Training
All supervisors must complete the scheduled "EPL Risk Mitigation" training module by [Deadline Date]. This training covers legal compliance, conflict resolution, and sensitivity in the workplace.

4. Reporting Procedures
Any internal complaints or potential legal threats must be reported to the HR Department within 24 hours of notice. Timely intervention is critical to mitigating liability and resolving issues internally.

5. Recruitment and Hiring
To prevent bias claims, all interviews must utilize standardized questionnaires. Selection criteria must be based solely on the job description and the candidate's qualifications.

Compliance with these practices is a core component of your managerial responsibilities. Failure to follow these risk management protocols may result in disciplinary action.

Should you have questions regarding specific employment scenarios or legal requirements, please contact [Department/Contact Person].

Sincerely,

[Signature]
[Name]
[Title]