

The Complete Compliance and Ethics Manual 2024

Appendix 3-V: Sample Employee Integrity Recognition Letter

[Employee Name]

[Employee Address]

Dear [Employee Name]:

I am writing to thank you, [Employee Name], for having demonstrated a strong commitment to our company's values and code of conduct.

You recently became aware of a potential compliance issue and not only immediately raised the issue to the compliance team but also assisted with the investigation. Your decision to quickly raise your concern made it possible for us to promptly investigate and to prevent the damage that could have resulted had this matter gone undetected.

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