

Complete Healthcare Compliance Manual 2024 Resource: Sample Recognition Letter

By Joseph E. Murphy

William Employee

City Hospital

Any location

Dear Mr. Employee:

Mary Integrity of the Compliance Department has informed me of your recent actions that reflected a strong commitment to our company's values and code of conduct.

As explained to me by Mary, you recently received anonymously, through the mail, an unmarked envelope containing sensitive information about a competitor. Under the circumstances you rightly determined that this appeared to be suspicious. Rather than seek any potential short-term advantage from this information, you instead immediately contacted the Compliance Department for advice on doing the right thing. As explained to our office, you did this as soon as you recognized the nature of the information, and immediately stopped reading any further. You have provided the materials to our office for further action.

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