

Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

Department: [Department Name]

Subject: Notice of Non-Compliance Regarding Undisclosed Conflict of Interest

Dear [Employee Name],

This letter serves as formal notice regarding a potential conflict of interest that has come to the attention of [Company Name]. It appears that you are involved in [describe the activity, e.g., outside employment, business ownership, or relationship with a vendor] which has not been formally disclosed as required by our company policy.

According to the [Company Name] Code of Conduct and Conflict of Interest Policy, all employees are required to disclose any situation where their personal interests may interfere, or appear to interfere, with the interests of the company.

Required Actions:

- Immediately complete the attached Conflict of Interest Disclosure Form.
- Provide a written explanation detailing the nature and duration of the activity in question.
- Schedule a meeting with [Name of Manager or HR Representative] by [Date] to discuss this matter.

Please be advised that failure to disclose a conflict of interest is a violation of company policy and may lead to disciplinary action, up to and including termination of employment.

We expect your full cooperation in resolving this matter promptly to ensure continued compliance with our corporate standards.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment of Receipt:

I hereby acknowledge that I have received this notice and understand the required next steps.

[Employee Signature]

[Date]