

Date: [Insert Date]

To: All Employees and Stakeholders

From: Compliance Department

Subject: Notice of Revised Conflict of Interest Regulations

Dear All,

This letter serves as formal notification regarding updates to our company's Conflict of Interest (COI) regulations, effective [Insert Effective Date].

The Compliance Department has revised these policies to ensure we maintain the highest ethical standards and remain in alignment with current legal requirements. These changes are designed to protect both the organization and our employees from potential legal risks and ethical breaches.

Key updates include:

- Clarified definitions of what constitutes a "Conflict of Interest."
- Enhanced reporting procedures for outside business activities and financial interests.
- New guidelines regarding the acceptance of gifts and corporate hospitality.
- Updated disciplinary protocols for non-disclosure.

Action Required:

All employees are required to review the full text of the revised policy attached to this communication. Following your review, please complete the "Conflict of Interest Disclosure Form" via the employee portal no later than [Insert Deadline Date].

Failure to comply with the disclosure requirements may result in disciplinary action. If you are uncertain whether a specific situation constitutes a conflict, we encourage you to seek guidance from the Compliance Department immediately.

Thank you for your cooperation in maintaining our culture of integrity.

Sincerely,

[Name of Compliance Officer/Head of Compliance]
Compliance Department
[Company Name]