

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Annual Revisions to the Bank Code of Conduct

Dear [Employee Name],

As part of our commitment to maintaining the highest standards of integrity and professional ethics, [Bank Name] has completed its annual review of the Corporate Code of Conduct.

We are writing to notify you that the updated Code of Conduct for [Year] is now available. These revisions ensure our policies remain aligned with current banking regulations, data privacy laws, and our internal corporate values.

Key updates for this year include:

- [Update 1: e.g., Revised Anti-Money Laundering protocols]
- [Update 2: e.g., Updated Remote Work Security guidelines]
- [Update 3: e.g., Changes to Conflict of Interest reporting]

Please log in to the [Employee Portal/Intranet] to download and review the full document. It is a requirement of your employment to read these updates and complete the digital acknowledgment form by [Deadline Date].

Failure to acknowledge the updated Code of Conduct by the specified deadline may result in administrative action.

If you have any questions regarding these changes, please contact the Compliance Department or your Human Resources representative.

Thank you for your continued dedication to the ethical standards of [Bank Name].

Sincerely,

[Signature]

[Name of Head of Compliance/HR]

[Title]

[Bank Name]