

Date: [Insert Date]

To: All Employees / Sales Department

From: [Insert Name/Department, e.g., Compliance Office]

Subject: Notification of Updated Cross-Selling Ethics Guidelines

Dear Team,

This letter serves to formally notify you that [Company Name] has updated its Ethics Guidelines regarding cross-selling practices, effective [Insert Effective Date].

The objective of these updates is to ensure that our sales activities remain aligned with our core values of transparency, integrity, and customer-first service. While cross-selling is a valuable tool for providing comprehensive solutions, it must always be conducted responsibly.

Key updates include:

- Requirement for explicit customer consent for all additional products or services.
- Enhanced disclosure requirements regarding fees and terms for bundled offers.
- Stricter prohibitions against high-pressure sales tactics or "slamming."
- Updated reporting procedures for potential ethical conflicts.

All employees are required to review the full document attached to this notification or available on the company intranet at [Insert Link].

Please note that mandatory training sessions regarding these updated guidelines will be held on [Insert Date/Time]. Attendance is compulsory for all staff involved in sales and customer service roles.

If you have any questions or require clarification on these updates, please contact the Compliance Department at [Insert Contact Information].

Thank you for your continued commitment to ethical business practices.

Best regards,

[Your Signature]

[Your Printed Name]

[Your Title]