

[Date]

[Recipient Name]  
[Recipient Job Title]  
[Company Name]  
[Address]

**Subject: Anti-Bribery and Corruption Assurance Letter**

Dear [Recipient Name],

This letter serves as a formal assurance regarding the commitment of [Your Company Name] to ethical business practices and compliance with anti-bribery and anti-corruption laws, including but not limited to the UK Bribery Act 2010 and the US Foreign Corrupt Practices Act (FCPA).

As a provider of recruitment services to [Client Company Name], we confirm the following:

- **Zero Tolerance Policy:** We maintain a zero-tolerance policy towards bribery, kickbacks, and corruption in any form.
- **Internal Controls:** We have implemented robust internal policies and procedures to prevent, detect, and report any corrupt practices by our employees or agents.
- **Candidate Vetting:** Our recruitment processes are transparent and based strictly on merit. No payments or incentives are offered to, or accepted from, candidates to influence the hiring process.
- **Supply Chain Compliance:** We ensure that any third-party partners or subcontractors we engage also adhere to these anti-corruption standards.
- **Training:** All staff involved in the recruitment and placement process receive regular training on anti-bribery laws and ethical conduct.
- **Reporting:** We maintain clear channels for employees and stakeholders to report suspected unethical behavior without fear of retaliation.

We understand that any breach of these assurances may result in the immediate termination of our business relationship and potential legal action.

We remain committed to maintaining the highest standards of integrity in our partnership with [Client Company Name].

Sincerely,

[Signature]  
[Name of Authorized Signatory]  
[Job Title]  
[Your Company Name]