

**Thomas Livee**

221B Baker Street, London, UK

me@example.me

+44 7312 456789

Date: [Insert Date]

**Dear [Recipient's Name],**

This letter serves as an acknowledgment that Alex Johnson has received, read, and understood the Company Code of Conduct issued by Example Corp.

By signing this acknowledgment, Alex Johnson agrees to comply with all standards, policies, and guidelines outlined in the Code of Conduct and understands that failure to adhere to these standards may result in disciplinary action, up to and including termination of employment.

This acknowledgment becomes effective as of March 1, 2024 and remains applicable throughout the duration of employment with Example Corp.

If you have any questions regarding the Code of Conduct or require clarification, please contact Human Resources.

Acknowledged and agreed by:

Employee Signature: \_\_\_\_\_

Date: March 1, 2024

Sincerely,

\_\_\_\_\_  
**Thomas Livee**

Chief Technology Officer

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