

Serious 4HB Business Letter for Employee Conduct

Subject: Reinforcing the 4HB Values in Workplace Conduct

Dear Team,

It has come to our attention that certain practices have drifted from our 4HB principles. As a company that values Honesty, Hard Work, Humility, and High Standards, we must all strive to uphold these values in every action and decision.

This is a reminder that ethical behavior and integrity are non-negotiable aspects of our culture.

Please take this as an opportunity to reflect and realign with our core values.

Thank you for your understanding and cooperation.

Respectfully,

Management Team

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