

Confirmation of Ethics Education Completion

Subject: Certification of Ethics and Code of Conduct Training Completion

Dear [HR Manager/Training Coordinator],

This message confirms that I have successfully completed the mandatory Ethics and Code of Conduct training on [Completion Date]. I am providing this certification as required by organizational policy.

TRAINING DETAILS:

Course Title: [Full name of training program]

Completion Date: [Date]

Duration: [Hours]

Training Method: [Online module / In-person session / Webinar / Workshop]

Instructor/Facilitator: [Name, if applicable]

Certificate/Confirmation Number: [If provided]

I confirm that I have:

- Attended/completed all required training sessions or modules
- Reviewed all training materials, case studies, and scenarios
- Passed any required assessments or quizzes with a score of [Score]%
- Understood the ethical standards and expectations outlined in the training
- Asked questions and received satisfactory answers to any areas of uncertainty

KEY TAKEAWAYS FROM THE TRAINING:

[Optional: Briefly list 2-3 key learnings or insights gained]

I understand that this training is part of my ongoing professional development and commitment to maintaining ethical standards in my work. I am prepared to apply these principles in my daily responsibilities and to seek guidance when facing ethical dilemmas.

Please file this certification in my training records. If you require any additional documentation or have questions regarding my training completion, please let me know.

Thank you.

Best regards,

[Your Name]

[Employee ID]

[Department]

[Date]

[Signature, if required]

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