

Formal Declaration of Potential Conflict

Subject: Disclosure of Potential Conflict of Interest

Dear [Ethics Officer/Supervisor Name],

In accordance with our organization's Ethics and Code of Conduct Policy, I am disclosing a potential conflict of interest that may affect my professional duties and responsibilities. I believe in transparent communication and want to ensure full compliance with organizational ethical standards.

NATURE OF POTENTIAL CONFLICT:

[Describe the type: Financial interest / Family relationship / Outside employment / Board service / Personal relationship / Business opportunity / Other]

DETAILED DESCRIPTION:

[Provide comprehensive details about the situation:]

- What is the relationship or interest that creates the potential conflict?
- Who are the parties involved (individuals, companies, organizations)?
- When did this situation arise or when will it begin?
- How might this affect my judgment, decision-making, or duties?
- What specific work responsibilities or projects might be impacted?

RELEVANT CIRCUMSTANCES:

[Explain any additional context that helps understand the situation fully]

CURRENT OR ANTICIPATED INVOLVEMENT:

[Describe your role, responsibilities, or decision-making authority in matters where the conflict exists]

PROPOSED MITIGATION MEASURES:

[Suggest how the conflict might be managed, such as:]

- Recusing myself from specific decisions or discussions
- Transferring certain responsibilities to colleagues
- Increasing oversight or review of my work in affected areas
- Limiting or ending the relationship creating the conflict

- Other approaches to minimize ethical concerns

I am committed to resolving this matter in a way that upholds organizational integrity and eliminates any appearance of impropriety. I am prepared to follow whatever guidance or directives you provide to address this situation appropriately.

I request a meeting to discuss this disclosure and determine the best path forward. Please let me know your availability and any additional information you need from me.

Thank you for your attention to this matter.

Respectfully,

[Your Name]

[Title]

[Department]

[Contact Information]

[Date]

[Signature]

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