

Form letter to return gift given to City of Minneapolis employee or official

Address of person or organization
Date of letter

Dear person or organization,

I appreciate your good intentions in sending me a gift.

I am required to return this gift to you because of my position with the City of Minneapolis. Our Ethics Code prevents us from accepting any type of gift; this is to avoid impropriety and even the appearance of impropriety. It protects City staff from anyone misunderstanding an innocent gift.

Thank you for understanding, and thanks again for your kind thought.

Sincerely,

City Employee or Official
Address