

Confirmation of Enrollment

Dear [Employee's Name],

We are pleased to confirm your enrollment in the Workplace Harassment Training program. Below are the details:

- **Training Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]
- **Duration:** [Duration]

This training is essential for fostering a respectful and safe workplace environment. We encourage you to actively participate and bring any questions you may have.

If you have any conflicts or questions regarding this training, please do not hesitate to reach out.

Thank you for your commitment to creating a positive work environment.

Sincerely,

[Your Name]

[Your Title]

[Your Company]