

Follow-Up on Workplace Harassment Training Actions

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-Up on Workplace Harassment Training Actions

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to follow up on the recent workplace harassment training session that took place on [insert date of training]. As you know, fostering a safe and respectful work environment is of utmost importance to our organization.

Since the training, I would like to discuss the following actions that we agreed upon:

1. Implementation of new reporting protocols.
2. Scheduling follow-up workshops to further educate our team.
3. Reviewing our current harassment policy for any necessary updates.

Please let me know the current status of these actions and if there are any additional resources or support required to move forward.

Thank you for your attention to this important matter and I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]