

Invitation to Workplace Harassment Training Session

Dear [Employee's Name],

We are committed to providing a safe and respectful workplace for all our employees. To support this commitment, we invite you to attend a Workplace Harassment Training Session.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

This training session will cover important topics such as understanding harassment, recognizing its impact, and learning how to prevent and respond to it effectively.

Your participation is crucial in fostering a respectful work environment. Please RSVP by [Insert RSVP Deadline].

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]