

Mandatory Workplace Harassment Training

Dear [Employee Name],

We are committed to providing a safe and respectful work environment for all employees. As part of this commitment, we require all staff to participate in mandatory workplace harassment training.

Training Schedule

Date	Time	Location
March 15, 2023	10:00 AM - 12:00 PM	Conference Room A
March 16, 2023	2:00 PM - 4:00 PM	Conference Room B

Please make it a priority to attend one of these sessions. If you have any conflicts, contact [HR Contact Name] at [HR Contact Email] as soon as possible.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]