

Update on Workplace Harassment Training Requirements

Date: [Insert Date]

Dear [Employee's Name/Team],

We hope this message finds you well. We are writing to inform you of important updates regarding our Workplace Harassment Training requirements.

As part of our ongoing commitment to ensuring a safe and respectful work environment, we have reviewed and revised our training protocols. Effective [Insert Effective Date], all employees will be required to complete the updated harassment training program.

The new training will include:

- Enhanced modules on recognizing and reporting harassment
- Real-life scenarios and interactive discussions
- New policies and procedures for addressing complaints

Training sessions will be held on [Insert Training Dates]. Please ensure you register and complete the training by the deadline of [Insert Deadline].

Your participation is crucial in fostering a respectful workplace. If you have any questions, feel free to reach out to [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]