

# Workplace Harassment Training Completion Acknowledgment

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor/Manager Name]

Subject: Acknowledgment of Training Completion

Dear [Employee Name],

This letter serves to acknowledge the successful completion of the Workplace Harassment Training program that you attended on [Training Date]. We appreciate your commitment to creating a safe and respectful work environment.

Your participation in this training is an important step in understanding our policies and ensuring a supportive workplace for everyone. If you have any questions or need further clarification on any topic discussed, feel free to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Supervisor/Manager Name]

[Title]

[Company Name]

[Contact Information]