

Workplace Harassment Training Notification

Dear [Employee's Name],

We are committed to ensuring a safe and respectful workplace for all employees. In line with this commitment, we will be conducting a Workplace Harassment Training session on **[Date]** at **[Time]**. The training will take place in **[Location]**.

This training is mandatory for all employees, and it aims to educate staff about workplace harassment, its impact, and how to prevent it. Please ensure your attendance, as it is essential for fostering a positive working environment.

If you have any questions or concerns regarding the training, please do not hesitate to reach out to your supervisor or the HR department.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]