

Workplace Harassment Training Policy Overview

Date: [Insert Date]

To: [Employee Name]

From: [HR Department / Supervisor's Name]

Dear [Employee Name],

As part of our commitment to ensuring a safe and respectful workplace, we are implementing a mandatory Workplace Harassment Training Program. This program is designed to educate all employees about our policies regarding workplace harassment and to promote a culture of respect and inclusion.

Overview of Training Program

The training will cover the following key areas:

- Definition of Workplace Harassment
- Types of Harassment
- Reporting Procedures
- Investigation Processes
- Legal Obligations and Employee Rights

Training Schedule

Training sessions will be held on the following dates:

- [Insert Date and Time]
- [Insert Date and Time]

Attendance is mandatory, and we encourage you to participate actively in discussions and activities.

For Questions

If you have any questions or concerns regarding the training, please do not hesitate to reach out to the HR department at [HR Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]