

Harassment Policy Acknowledgment

Date: _____

Dear [Employee's Name],

Welcome to [Company Name]! As part of your onboarding process, we would like to ensure that you are aware of our commitment to providing a respectful and safe work environment. Enclosed with this letter is our Harassment Policy, which outlines our organization's stance on harassment in the workplace.

Please review the policy carefully. By signing below, you acknowledge that you have received, read, and understood the Harassment Policy and agree to adhere to its provisions.

Should you have any questions or need further clarification, please do not hesitate to reach out to your supervisor or the HR department.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]

Employee Acknowledgment:

I, [Employee's Name], acknowledge that I have received the Harassment Policy of [Company Name] and understand its contents.

Signature: _____

Date: _____