

Harassment Policy Confirmation

Date: [Insert Date]

Dear [Team Member's Name],

This letter is to confirm that you have received and reviewed our Harassment Policy as part of our commitment to creating a respectful and safe workplace for all employees.

We take harassment very seriously and expect all team members to adhere to the guidelines set forth in our policy. Your understanding and compliance are crucial in maintaining a positive work environment.

Please sign and return the attached acknowledgment form by [Insert Due Date]. If you have any questions or need clarification regarding the policy, do not hesitate to reach out to [Insert Contact Person/HR].

Thank you for your cooperation.

Sincerely,

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