

Subject: Reaffirmation of Harassment Policy

Dear Team,

As part of our ongoing commitment to maintaining a safe and respectful workplace, I would like to take this opportunity to reaffirm our organization's harassment policy.

Our policy strictly prohibits any form of harassment, including but not limited to, verbal, physical, and sexual harassment. We believe in fostering an environment where every employee feels valued and protected.

If you experience or witness any form of harassment, it is imperative that you report it immediately. We take such matters seriously and will investigate all claims thoroughly and confidentially.

Thank you for your attention to this important issue and for your ongoing commitment to upholding our workplace standards.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]