

# Reminder: Annual Anti-Harassment Training

Dear Team,

This is a friendly reminder that our annual anti-harassment training will be held on **[Date]** at **[Time]**. Attendance is mandatory for all employees as part of our commitment to fostering a safe and respectful workplace.

We encourage everyone to review our anti-harassment policy prior to the training. It is important to be aware of what constitutes harassment and the channels available for reporting any concerns.

Please find the policy attached for your reference.

If you have any questions or need assistance, feel free to contact **[Contact Information]**.

Thank you for your attention to this important matter.

Sincerely,

**[Your Name]**  
**[Your Position]**  
**[Company Name]**