

Anti-Harassment Policy Compliance Reminder

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Reminder of Anti-Harassment Policy Compliance

Dear [Employee Name],

This letter serves as a reminder regarding our organization's Anti-Harassment Policy. It is imperative that all employees adhere to the guidelines set forth in this policy to ensure a respectful and safe work environment for everyone.

We want to reiterate that harassment of any kind, whether verbal, physical, or visual, will not be tolerated. Employees found violating this policy may face disciplinary action, up to and including termination.

If you have any questions or need clarification regarding the Anti-Harassment Policy, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]