

# Invitation to Anti-Harassment Policy Training Session

Dear [Employee's Name],

We are pleased to invite you to our upcoming training session on our Anti-Harassment Policy. This session is designed to equip you with the knowledge and tools necessary to foster a safe and respectful workplace.

## Training Details

**Date:** [Date]

**Time:** [Start Time] - [End Time]

**Location:** [Location/Virtual Link]

## Agenda

- Introduction to Anti-Harassment Policy
- Understanding Harassment
- Reporting Procedures
- Creating a Respectful Work Environment

Your attendance is important in helping us uphold our commitment to a safe workplace. Please RSVP by [RSVP Date] to [RSVP Email].

Thank you for your commitment to maintaining a positive workplace culture.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]