

# Employee Rights Under Harassment Policy

Date: [Insert Date]

To: [Employee Name]

From: [Your Name/Your Department]

Subject: Employee Rights Under Harassment Policy

Dear [Employee Name],

This letter serves to inform you of your rights under our company's harassment policy. It is important to understand that every employee has the right to work in an environment that is free from harassment, discrimination, and retaliation.

## Your Rights Include:

- The right to report any incidents of harassment without fear of retaliation.
- The right to receive a prompt investigation of your complaint.
- The right to confidentiality during the investigation process.
- The right to support resources, including counseling and mediation services.
- The right to participate actively in the investigation process without interference.

If you believe you have been subjected to harassment, we encourage you to report it to your supervisor, HR department, or via our anonymous reporting system. Your concerns will be taken seriously and acted upon promptly.

Thank you for your attention to this important matter. Your well-being is our priority, and we are here to support you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]