

# Harassment Policy Review Schedule

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Department]

Subject: Schedule for Review of Harassment Policy

Dear [Recipient's Name],

In light of our commitment to maintaining a safe and respectful workplace, we will be conducting a review of our Harassment Policy. The following schedule outlines the key dates for this review process:

- **Review Initiation:** [Insert Date]
- **Feedback Collection:** [Insert Start Date] to [Insert End Date]
- **Policy Drafting:** [Insert Date]
- **Final Review Meeting:** [Insert Date]
- **Policy Implementation:** [Insert Date]

We encourage all employees to participate actively and provide their insights during the feedback collection phase. Your input is invaluable to ensure that our policy is effective and comprehensive.

Thank you for your attention to this important matter. If you have any questions or concerns, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]