

Letter Template

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Addressing Harassment in the Workplace

Dear [Insert Recipient's Name],

I hope this message finds you well. I am writing to address an important issue that has recently come to my attention regarding instances of harassment within our team. As a supervisor, it is my responsibility to ensure a safe and respectful work environment.

We take any allegations of harassment seriously, and I want to assure you that we are committed to addressing this matter promptly and effectively. I encourage anyone who feels they have experienced or witnessed harassment to come forward and report their concerns. Our goal is to create a space where everyone feels safe and valued.

Please remember that our company has policies in place to protect employees from harassment and to outline the procedures for reporting such incidents. If you have any questions or if you need support, do not hesitate to reach out to me directly.

Thank you for your attention to this matter. Together, we can foster a workplace culture that is respectful and inclusive for all employees.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Your Contact Information]