

Workplace Harassment Policy Acknowledgment

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Dear [Employee Name],

This letter serves to acknowledge your receipt and understanding of the Workplace Harassment Policy as outlined in the employee handbook.

By signing below, you confirm that you have read, understood, and agree to adhere to the policy designed to maintain a respectful, safe, and harassment-free work environment.

Policy Overview:

- Definition of workplace harassment
- Reporting procedures
- Investigation processes
- Consequences of policy violations

Please sign and return this acknowledgment to the Human Resources department by [Insert Deadline].

Thank you for your commitment to a positive workplace.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Employee Signature: _____

Date: _____