

Workplace Harassment Training Notification

Dear [Employee's Name],

We are committed to maintaining a safe and respectful workplace for all employees. To further this commitment, we will be conducting a Workplace Harassment Training session.

Training Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Duration:** [Insert Duration]

Your attendance is mandatory as it is crucial for fostering a safe environment for everyone. Please confirm your attendance by [Insert Deadline].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Company Name]