

You're Invited to a Harassment Training Session

Dear [Employee's Name],

We are pleased to invite you to our upcoming Harassment Training Session aimed at promoting a safe and respectful workplace. This session will provide valuable information on identifying, preventing, and addressing harassment in the workplace.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Your participation is important, and we encourage all employees to attend. Please RSVP by [Insert RSVP Date].

Thank you for your commitment to creating a positive work environment.

Sincerely,
[Your Name]
[Your Position]
[Company Name]