

Workplace Harassment Prevention Policy Acknowledgment

Date: _____

Employee Name: _____

Employee ID: _____

Dear [Employee Name],

This letter serves as confirmation that you have received, read, and understood the Workplace Harassment Prevention Policy of [Company Name]. We prioritize creating a safe and respectful work environment for all employees, and your acknowledgment of this policy is crucial in achieving this goal.

Please be reminded that harassment in any form is not tolerated at [Company Name], and we encourage you to report any incidents to your supervisor or the HR department immediately.

By signing below, you acknowledge that you have received and understood the policy and know how to seek help if needed.

Signature: _____

Date: _____

Thank you for your commitment to maintaining a respectful workplace.

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