Dear Employees of [Company Name Here],

We at [Company Name Here] want to provide a work environment free from all forms of discrimination, including sexual harassment. In that regard, we are launching an online anti-sexual harassment training that will provide information on this topic, and that encompasses what it means to have a culture of respect.

The scenarios in the training we use are based on actual accounts of sexual harassment in New York workplaces. The realism of the illustrations and the language may make you uncomfortable. Sexual harassment is an uncomfortable topic. It is not our intention to offend anyone; however, sexual harassment behaviors *are* offensive. We believe it is important for all of us to fully understand the bleak reality of sexual harassment.

Sometimes when people are uncomfortable, they make light of a topic or tell jokes. We ask that you avoid this possible inclination and that you instead use this training as an opportunity to positively impact our company culture.

Here is the link to the training: www.weblearningnow.com

Username: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (You will be prompted to create a new password after you log in)

Please follow the link and make sure to complete the training by [enter date here]. We ask that you take the training at a time when you can be fully present and attentive while completing it. It should take you around 45 minutes to complete.

**Your participation in this training is required.**

If you have any questions or concerns, please contact [insert contact person name here].

Sincerely,

[contact person name]