**MEMO**

To: All Employees

From: [Company Name] Management

Date:

Re: Sexual Harassment Training

On <DATE OF TRAINING>, [Company Name] employees will participate in a Sexual Harassment Training Session. This is a state recommended training program and it will be administered by a trainer from a human resources consulting firm.

The training session will be held in < LOCATION> and will begin promptly at <TIME>. This is a <DURATION> session; please arrive a few minutes early to ensure a timely start.

[Company name] has a “zero tolerance” policy on sexual harassment and, as such, attendance at this training session is mandatory. We anticipate and appreciate your cooperation.

If you have any questions regarding this training session, please contact <CONTACT PERSON>. Thank you.