

## Apology Letter for Sexual Harassment

[Address]

[Name]

[Date]

Dear [Name],

I hope you are feeling better now. I had been thinking to inquire about you but every time I think about it, I feel I have lost my words. I know it is a big setback for you to be sexually harassed at work. I found this out in one of your complains against our employees.

Since I started working, I have been encouraging females a lot to work and break the glass ceiling. In my personal efforts to motivate women encouragement I have faced various challenges. The world is progressing at a very fast pace and we have made a lot more stronger laws for our women. But even then, we have failed to provide them with a stress free work environment.

We have policies in place to avoid women harassment. And I am very shocked to know that even after all the trainings and policies; we have come through such as issue. Sometimes, we develop frankness with our colleagues due to which they find it easy to harass women.

Please accept my apology in this matter. I want to make you sure that we are taking necessary steps to punish the responsible person in whatever way we can. You have all our love and support. I want to see you back at work soon. You have to strongly deal with this situation so that we can help to control and reduce harassment at all levels. See you soon.

Sincerely,

[Your Name]