



## Notification Templates

**Sent-From name:** [default = no-reply@emtrain.com]

**Sent-From email address:** [default = no-reply@emtrain.com]

**Reply-To email address:** [default = no-reply@emtrain.com]

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### Welcome Email [Preventing Workplace Harassment Initiative]:

**Subject:** You have a new workplace skills assignment

You matter! To strengthen our workplace culture we're launching a new online program. The program will provide you with guidance on your role in building a respectful workplace and will help us better understand your perspectives on important issues.

Throughout the program we'll ask you to share your point of view on common workplace challenges, and on your experience working here. Because we care about your privacy, all of your responses are anonymous. We will see summarized results that help us better understand what's working in our culture and where we have room for improvement.

Click the button below to see the items that have been assigned to you as part of the program. We ask that you complete all of the items in your program by the date listed in your online ToDo list.

To provide you more control over the experience, you will be able to exit the program at any time and return to the last page viewed. Please note, if your assigned program contains a timer, the assignment will not be counted as complete until both the minimum participation time has been fulfilled and all the content of the program has been viewed.

Thank you in advance for your participation and for helping us build a better workplace culture for everyone.

Sincerely,  
Your Culture Team

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### Welcome Email [Inclusion Initiative]:

**Subject:** You have a new workplace skills assignment

We are change agents. We can help influence ethics, respect and inclusion and how



those concepts manifest for each of us in our daily experience.

As a company, we have stated our commitment to do better and be better. As a part of that, we assigned training so all employees have the opportunity to educate themselves, challenge perspectives, all in an effort to better our working lives. While the training may only gloss the surface of these issues, our hope is that this will be just the start of a conversation.

Throughout the program, you will be asked to share your point of view on common workplace challenges as well as how you engage and work together. Because we care about your privacy, all of your responses are anonymous. We will see only summarized results that help us better understand what's working in our culture and where we have room for improvement.

Click the button below to see the items that have been assigned to you as part of the program. We ask that you complete all of the items in your program by the date listed in your online ToDo list.

To provide you more control over the experience, you will be able to exit the program at any time and return to the last page viewed.

Thank you in advance for your participation and for helping us build a more inclusive workplace culture for everyone.

Sincerely,  
Your Culture Team

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## Reminder Notification

**Subject:** Don't forget your workplace skills assignment

Just a quick reminder that you are part of an important online program. We're counting on your participation!

Click the link below to access the next item in your ToDo list, and thanks for helping us to build a better workplace culture!

Sincerely,  
Your Culture Team



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## Past Due Notification

**Subject:** Your workplace skills assignment is past due

Was it aliens? An earthquake? Did you win the lottery?

We're sure something big got in the way of completing the online program we've been nagging you about.

You are an important part of our culture - because everyone is, right? We want you to have the benefit of this important experience and we want to learn from your experience and perspectives.

You can access everything from your mobile phone, so click the button below - we promise it's going to be way better than you think!

Sincerely,  
Your Culture Team

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## Completion Notification

**Subject:** You've completed your workplace skills assignment

Congrats! You have successfully completed the ToDo items assigned to you as listed below. Thank you for helping us build a better workplace culture for everyone.

Sincerely,  
Your Culture Team