



## Sample Letter to Employers

Attn: HR Contact Name  
Human Resources  
Company Name  
123 Main Street  
City, ST Zip

**TIP:** If you don't have any professional contacts within the company, inquiry as to who handles **employee trainings**.

Date

**TIP:** you can replace this with Domestic Violence Awareness Month, too.

Dear [Human Resources contact]:

[As you may know, **April is Sexual Assault Awareness Month.**] I am writing to see if [Employer Name] would be interested in hosting a **free workplace training** about how employers can make a difference in preventing domestic violence and sexual assault.

I am writing on behalf of [name of organization], a local organization with the mission of [state mission]. We are pleased to offer employers **FREE domestic violence and sexual assault workforce trainings** as part of the Avon Foundation's "See the Signs and Speak Out" program.

As a human resource professional you understand how domestic violence and sexual assault impacts workplaces. **Our free workplace trainings can help to:**

- **Reduce Absenteeism:** Victims of rape/sexual assault often miss extensive work days because of the trauma, with one study finding that over a third lost more than 10 days.<sup>1</sup>
- **Increase safety:** Another study found that two in five victims of domestic violence were afraid of their intimate partner's unexpectedly calling or visiting their workplace.<sup>2</sup>
- **Reduce risk:** According to a 2004 study of domestic violence perpetrators, 78 percent used workplace resources at least once to express remorse/anger, pressure, or threaten the victim.<sup>3</sup>

**Would you be interested in hosting a free training, perhaps over a lunch hour or as part of an employee meeting or orientation?** To schedule a training, or for more information about the trainings, you can contact me at (123) 123-1234, ext. 123 or at [name@email.org](mailto:name@email.org). Thank you in advance for your time and I look forward to speaking with you soon!

Sincerely,  
Name  
Title

P.S. I will reach out to you by phone within two weeks.

<sup>1</sup> Duhart, D. (2001). Violence in the Workplace, 1993-99. Bureau of Justice Statistics. Available at <http://bjs.ojp.usdoj.gov/content/pub/pdf/vw99.pdf>

<sup>2</sup> CAEPV National Benchmark Telephone Survey. 2005. Bloomington, IL: Corporate Alliance to End Partner Violence. Available at: [http://www.caepv.org/getinfo/facts\\_stats.php?factsec=3](http://www.caepv.org/getinfo/facts_stats.php?factsec=3)

<sup>3</sup> Kim C. Lim et al., Maine Department of Labor and Family Crisis Services, Impact of Domestic Violence Offenders on Occupational Safety & Health: A Pilot Study (2004), available at [http://www.state.me.us/labor/labor\\_stats/publications/dvreports/domesticoffendersreport.pdf](http://www.state.me.us/labor/labor_stats/publications/dvreports/domesticoffendersreport.pdf).