

Certainly, here's a simple example:

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Good morning everyone,

I hope this message finds you well. I wanted to take a moment to discuss a topic that is very important to all of us--our ongoing commitment to maintaining a respectful and welcoming workplace.

Recently, it has come to our attention that there have been some concerns about communication and interactions that may not align with the respectful environment we strive to uphold. I believe that each of us plays a crucial role in ensuring our workplace remains a positive space for everyone.

I know that everyone here is committed to their work and contributes greatly to our team. We all share the common goal of achieving success through collaboration and mutual respect. To help us continue moving forward positively, I encourage you all to reflect on how we communicate with one another and the impact our words can have.

If there's any uncertainty about how to approach a situation or conversation, please feel free to discuss it with me or your direct manager. We're here to support each other and to find constructive ways to resolve any issues that arise.

Thank you for your attention to this matter and for your continued dedication to making our workplace the best it can be.

Best regards,

[Your Name]

[Your Position]