

## HR Compliance Library, ¶45,315, Letter: Informal consensual relationship letter



### NOTE

The informal consensual relationship letter that appears below was drafted by Jeffrey M. Tanenbaum of the law firm of Littler Mendelson. It should be modified to fit the status of the relationship. Before using a consensual relationship agreement, employers should consult with legal counsel.

Dear [ ]:

As we discussed, I know that this may seem silly or unnecessary to you, but I really want you to give serious consideration to this matter as it is very important to me.

There has been a tremendous amount of media attention recently given to sexual harassment accusations, claims and lawsuits. These stories often concern whether the relationship is voluntary or whether an individual believes that the relationship is involuntary and unwelcome.

I very much value our relationship and I certainly view it as voluntary, consensual and welcome. And, I have always felt that you feel the same. However, I know that sometimes an individual may feel compelled to engage in or continue a relationship against their will out of concern that it may effect the job or working relationships.

It is very important to me that our relationship be on an equal footing and that you be fully comfortable that our relationship is at all times fully voluntary and welcome. I want to assure you that under no circumstances will I allow our relationship or should it happen, the end of our relationship, to impact on your job or our working relationship. Though I know you have received a copy of [company]'s sexual harassment policy, I am enclosing a copy of it with this letter so that you can read and review it again. Once you have done so, I would greatly appreciate your signing this letter below, if you are in agreement with me.

[add personal closing]

Very truly yours,

[signature]

I have read this letter and the accompanying sexual harassment policy and I understand and agree with what is stated in both this letter and the sexual harassment policy. My relationship with [ ] has been (and is) voluntary, consensual and welcome. I also understand that I am free to end this relationship at any time and in doing so, it will not adversely impact on my job.

[signature]