**DEMETRIOS M. PERDIOS**

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 **25-21 49TH Street Tel: (718) 721-5800**

 **Astoria, NY11103 Fax: (718) 721-5830**

Dear Client,

Please be advised that you MUST give each of your employees one copy of the attached sexual harassment notice in either English or Spanish. This is a requirement that was set by Mayor Bill de Blasio. Additionally, if you have 15 or more employees, you MUST also ensure that your staff have received ANNUAL anti-sexual harassment training. Please read the attached letter for instructions on how to go about providing the training for your employees. You may also visit the NYC website: NYC.gov/HarassmentFreeNYC. You can also visit our website at dperdiosaccounting.com in order to remain up to date on government regulations that may affect your business. Please feel free to subscribe to our blog, located under the Newsletter tab, in order to be emailed on these announcements.

You must also put up this letter in a location where all employees can view it. Again, please read the attached letter for complete instructions. We have also supplied you with an English and a Spanish copy of the letter that must be given to all employees and that must be hung up in the workplace.

Sincerely,

Demetrios Perdios