

[Date]

[Employee's Name]

[Employee's Position]

[Department]

Dear [Employee's Name],

We are pleased to inform you that you have been nominated to participate in the upcoming Diversity and Inclusion Workshops scheduled for [dates]. These workshops are designed to enhance our workplace environment and promote a culture of inclusivity.

As a valued member of our team, your participation is crucial in fostering understanding and respect for diverse perspectives within our organization. The workshops will cover topics such as unconscious bias, equitable practices, and strategies for effective collaboration.

Further details about the workshop agenda and location will be provided as we approach the event dates. Please confirm your participation by [RSVP date].

Thank you for your commitment to making our workplace more inclusive.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]