

# Invitation to Equal Employment Opportunity Training

Dear [Employee's Name],

We are pleased to invite you to attend our upcoming Equal Employment Opportunity (EEO) training session. This training is designed to enhance your understanding of EEO laws and our commitment to fostering a diverse and inclusive workplace.

## Details of the Training Session:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location or Virtual Link]
- **Duration:** [Insert Duration]

Please confirm your attendance by [Insert RSVP Date]. Your participation is crucial in helping us maintain a respectful and equitable workplace.

Thank you for your commitment to our EEO goals.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Contact Information]