

# Dear [Employee Name],

We are excited to announce the rollout of our Diversity and Inclusion Training program, aimed at fostering a more inclusive workplace and empowering all employees to value diversity in our organization.

The training will take place on [date] at [time], and it will be conducted at [location/virtual platform]. This program is designed to enhance understanding and promote practices that support an accepting and respectful environment for everyone.

We believe that a diverse workforce drives innovation, enhances performance, and leads to better outcomes for our company. Your participation is key to making this initiative a success.

Please confirm your attendance by [RSVP deadline]. If you have any questions or require further information, feel free to reach out to [Contact Person] at [Contact Email/Phone].

Thank you for your commitment to making [Company Name] a more inclusive workplace.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]