

# Letter of Invitation to Retail Loss Prevention Training Program

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Store: [Store Name]

Dear [Employee Name],

We are pleased to invite you to participate in our upcoming Retail Loss Prevention Training Program. This program is designed to equip you with essential skills and knowledge to help minimize losses and enhance our store's security.

## Training Details:

- **Date:** [Insert Training Date]
- **Time:** [Insert Training Time]
- **Location:** [Insert Location]
- **Duration:** [Insert Duration]

This training will cover various topics, including identifying suspicious behavior, effective communication techniques, and the importance of surveillance. It is crucial for all staff to be attentive and proactive in preventing theft.

Please confirm your attendance by [Insert RSVP Deadline]. If you have any questions, feel free to reach out to [Insert Contact Information].

Thank you for your commitment to maintaining the integrity and safety of our store.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]