

Dear Retail Team,

We are excited to announce a **Cultural Diversity Awareness Training** session that will take place on *[Date]* at *[Time]*. This training is designed to help all employees understand and appreciate the diverse cultures of our customers and colleagues.

Training Details:

- **Location:** *[Venue/Room]*
- **Duration:** *[Duration]*
- **Facilitator:** *[Facilitator's Name]*

Your participation is vital in creating an inclusive and welcoming environment for everyone. Please ensure you are available to attend this important session.

If you have any questions, feel free to reach out to *[Contact Person]* at *[Contact Information]*.

Thank you for your commitment to making our workplace and customer experience more inclusive!

Sincerely,

[Your Name]

[Your Position]

[Company Name]