

Mandatory Cultural Sensitivity Training

Dear [Employee's Name],

We are committed to fostering an inclusive and respectful work environment. As part of this commitment, all retail personnel are required to attend a mandatory Cultural Sensitivity Session.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Venue]

This session will cover important topics including understanding different cultural perspectives, communication styles, and creating a welcoming atmosphere for all customers.

Your participation is essential in helping us maintain a workplace that values diversity and inclusion. Please confirm your attendance by [Insert Confirmation Deadline].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Company Name]