

# Letter Template for Cultural Sensitivity Training

Dear [Staff Member's Name],

We are excited to announce an upcoming initiative aimed at enhancing our team's cultural sensitivity and inclusiveness within our retail environment. As a valued member of our team, your participation is highly encouraged.

The training will take place on [Date] at [Time] in [Location]. This session will cover important topics such as understanding diverse cultures, effective communication, and creating an inclusive shopping experience for all customers.

We believe that fostering cultural awareness among our staff not only enriches our workplace but also enhances customer satisfaction and loyalty. Together, we can create a welcoming atmosphere for everyone.

Please confirm your attendance by [RSVP Deadline]. We look forward to your participation!

Thank you for your commitment to our values of diversity and inclusion.

Sincerely,

[Your Name]

[Your Position]

[Company Name]