

Dear [Retail Management Team],

We are pleased to announce the upcoming Sensitivity Training Program aimed at enhancing our retail management team's skills in fostering an inclusive and respectful workplace environment.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

This program will cover essential topics including:

- Understanding Diversity and Inclusion
- Effective Communication Strategies
- De-escalating Conflicts
- Creating a Supportive Team Culture

We encourage all team members to attend as it will provide valuable insights and tools to better serve our customers and promote a positive workplace culture.

Please RSVP by [Insert RSVP Deadline] to confirm your participation.

Thank you for your commitment to creating an inclusive environment.

Best regards,

[Your Name]

[Your Position]

[Company Name]