

# Dear [Employee's Name],

We are excited to announce an upcoming training session focused on enhancing emotional intelligence to improve our sales performance.

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

This training will cover key areas such as:

- Understanding and managing emotions in retail interactions
- Building stronger customer relationships
- Enhancing communication skills to boost sales

We believe that by developing these skills, you will not only elevate your sales performance but also contribute positively to our team's dynamic.

Please RSVP by [RSVP Date] to confirm your attendance.

We look forward to seeing you there and working together to enhance our customer engagement!

Best regards,  
[Your Name]  
[Your Position]