

Notification of Staff Diversity Awareness Training

Dear Team,

We are pleased to announce a mandatory Diversity Awareness Training session scheduled for **[Date]** at **[Time]**. This training will take place in **[Location/Platform]**.

The objective of this training is to enhance our understanding of diversity and inclusion in the workplace. It is crucial for fostering a more inclusive environment for all staff members.

Please make it a priority to attend this important training session. If you have any questions or concerns regarding the training, feel free to reach out to **[Contact Person]** at **[Contact Email/Phone]**.

Thank you for your commitment to creating a more diverse and inclusive workplace.

Sincerely,
[Your Name]
[Your Position]
[Your Department]