

# Reminder: Upcoming Diversity Training

Dear Team,

This is a friendly reminder that our diversity training session is scheduled for **[Date]** at **[Time]**. The training will take place in **[Location/Platform]**.

Your participation is important for fostering an inclusive workplace culture. Please ensure you attend and be prepared to engage in meaningful discussions.

If you have any questions, feel free to reach out to **[Contact Person]**.

Thank you for your commitment to diversity and inclusion!

Best regards,

**[Your Name]**

**[Your Position]**

**[Company Name]**