

# Update: Mandatory Staff Diversity Training Session

Dear Team,

We hope this message finds you well. We would like to provide you with an update regarding the upcoming mandatory staff diversity training sessions.

All employees are required to attend one of the scheduled training sessions to foster an inclusive and respectful workplace environment. The details of the sessions are as follows:

- **Date:** March 15, 2024
- **Time:** 9:00 AM - 12:00 PM
- **Location:** Conference Room A

Please check your schedule and ensure that you attend one of the sessions available. Additional sessions will be provided in April for those who cannot make it in March.

Thank you for your attention to this important matter. Together, we can make our workplace a more welcoming environment for everyone.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]