

Employee Diversity Initiative Training

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Training Session for Employee Diversity Initiative

Dear [Employee's Name],

We are pleased to inform you that you have been selected to participate in our upcoming training session focused on enhancing our employee diversity initiative. This training is designed to foster a more inclusive workplace and to promote understanding and appreciation of diverse backgrounds.

Training Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Duration:** [Insert Duration]

Please confirm your attendance by [Insert Date]. Your participation is crucial in helping us build a more diverse and inclusive work environment.

Thank you for your commitment to this important initiative.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]