

[Date]

[Employee Name]

[Job Title]

[Department]

Subject: Invitation to Cross-Cultural Training Workshop

Dear [Employee Name],

As our organization continues to expand its global reach, we are committed to fostering an inclusive and effective international working environment. We are pleased to invite you to participate in our upcoming Cross-Cultural Training session.

This training is designed to provide you with the tools and insights necessary to collaborate effectively with colleagues and partners from diverse cultural backgrounds. The session will cover communication styles, cultural etiquette, and strategies for navigating global business relationships.

Workshop Details:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Room Name/Online Link]
- **Facilitator:** [Facilitator Name/Agency]

Your participation is highly valued as we work together to build a more culturally intelligent workplace. Please confirm your attendance by replying to this email or registering via [Link] no later than [RSVP Date].

If you have any questions or specific topics you would like to see addressed, please feel free to reach out to the HR department.

We look forward to your participation.

Best regards,

[Your Name]

[Your Title]

[Company Name]