

Date: [Date]

To: [Participant Name]

Subject: Welcome to [Name of Training Program]

Dear [Participant Name],

Welcome to our Cross-Cultural Training program. We are pleased to have you join us for this interactive session designed to enhance global communication and cultural intelligence within our team.

In today's interconnected environment, understanding different cultural perspectives is essential. This training will provide you with the tools to navigate diverse professional landscapes and build stronger international relationships.

Training Details:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location/Platform:** [Room Name or Digital Link]
- **Facilitator:** [Instructor Name]

Preparation:

Before the first session, please complete the following: [e.g., Pre-training survey, reading materials, or profile setup]. Attached to this email, you will find the preliminary agenda and a brief introductory guide.

We look forward to your active participation and the unique insights you will bring to the group. If you have any questions regarding the schedule or materials, please contact [Department/Contact Person].

Best regards,

[Your Name]

[Your Title]

[Company Name]