

Invitation to Staff Skill Enhancement Workshop

Dear [Staff Member's Name],

We are excited to invite you to participate in our upcoming Staff Skill Enhancement Workshop scheduled for [Date] from [Time] at [Location]. This workshop aims to empower our team with new skills and knowledge that will contribute to both personal and professional development.

Highlights of the workshop include:

- Interactive sessions with industry experts
- Hands-on activities
- Networking opportunities
- Certificate of participation

Please RSVP by [RSVP Date] to confirm your attendance.

We look forward to your participation!

Best regards,
[Your Name]
[Your Position]
[Your Contact Information]