

Invitation to Workplace Training Program

Dear [Employee's Name],

We are pleased to invite you to our upcoming workplace training program titled "[**Training Program Title**]". This training is designed to enhance your skills and knowledge in [brief description of the training topic].

Details of the Training Program:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Location/Room]
- **Duration:** [Duration]

This program will cover [list of key topics or skills to be covered] and will be facilitated by [Facilitator's Name], who is an expert in [Facilitator's Area of Expertise].

Please confirm your attendance by [RSVP Deadline] to ensure your spot.

We look forward to your participation in this valuable training opportunity!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]