

Facilitator Introduction for Internal Skills Workshop

Dear Team,

I am pleased to introduce [Facilitator's Name], who will be leading our upcoming internal skills workshop on [Date]. [Facilitator's Name] is an experienced professional with a strong background in [Relevant Experience/Field].

During this workshop, participants will have the opportunity to enhance their skills in [Specific Skills/Topics that will be covered]. With [Facilitator's Name]'s expertise, we are confident that the workshop will be both informative and engaging.

We encourage everyone to actively participate and make the most of this learning experience. Please mark your calendars!

Best regards,

[Your Name]

[Your Position]

[Company Name]