

# Invitation to Internal Skills Workshop

Dear Team,

We are excited to invite you to our upcoming Internal Skills Workshop on **[Date]**, which will take place at **[Location]** from **[Start Time]** to **[End Time]**.

This workshop aims to enhance our skills in **[Skill/Area of Focus]** and will be led by **[Facilitator's Name]**.

Please RSVP by **[RSVP Date]** to secure your spot.

Looking forward to your participation!

Best regards,

**[Your Name]**

**[Your Position]**

**[Your Contact Information]**