

Resource List for Internal Skills Workshop

Date: [Insert Date]

To: [Insert Recipient Name]

Dear [Recipient Name],

We are pleased to provide you with the resource list for the upcoming internal skills workshop scheduled for [Insert Date]. Please find the details below:

Workshop Title: [Insert Workshop Title]

Resources:

- **Books:**
 - [Book Title 1] by [Author]
 - [Book Title 2] by [Author]
- **Articles:**
 - [Article Title 1] - [Link]
 - [Article Title 2] - [Link]
- **Videos:**
 - [Video Title 1] - [Link]
 - [Video Title 2] - [Link]
- **Tools:**
 - [Tool Name 1]
 - [Tool Name 2]

We encourage you to review these resources prior to the workshop to enhance your learning experience.

If you have any questions or need further information, please do not hesitate to reach out.

Best regards,

[Your Name]
[Your Job Title]
[Your Company]