

Invitation to Strategic Planning Session

Dear Team,

We are pleased to invite you to a strategic planning session aimed at enhancing interdepartmental collaboration and aligning our efforts towards common organizational goals. Your insights and participation are crucial for the success of this initiative.

Session Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

Agenda:

1. Welcome and Introduction
2. Overview of Current Interdepartmental Initiatives
3. Identifying Challenges and Opportunities
4. Strategic Goals Setting
5. Open Discussion
6. Next Steps and Closing Remarks

Please confirm your attendance by [Insert RSVP Date]. We look forward to your valuable contributions as we work together to strengthen our interdepartmental efforts.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]