

Letter of Agenda for Hospitality Staff Training Event

Dear Team,

We are excited to announce our upcoming Hospitality Staff Training Event scheduled for **Date** at **Location**. This training is essential for improving our service quality and enhancing guest satisfaction.

Agenda:

1. **9:00 AM - 9:30 AM:** Registration and Welcome
2. **9:30 AM - 10:30 AM:** Introduction to Hospitality Standards
3. **10:30 AM - 11:30 AM:** Customer Service Excellence Workshop
4. **11:30 AM - 12:00 PM:** Coffee Break
5. **12:00 PM - 1:00 PM:** Handling Difficult Situations
6. **1:00 PM - 2:00 PM:** Lunch Break
7. **2:00 PM - 3:30 PM:** Team Collaboration Exercises
8. **3:30 PM - 4:00 PM:** Q&A Session
9. **4:00 PM - 4:30 PM:** Closing Remarks

Please make every effort to attend this important event. If you have any questions, feel free to reach out.

Best Regards,

[Your Name]

[Your Title]

[Your Contact Information]