

Notification of Skills Enhancement Workshop

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Invitation to Skills Enhancement Workshop

Dear [Employee's Name],

We are pleased to inform you that you have been selected to attend a Skills Enhancement Workshop specifically designed for pharmaceutical employees. This workshop will focus on [briefly outline topics, e.g., regulatory compliance, advanced lab techniques, etc.].

Details of the Workshop:

- **Date:** [Insert Workshop Date]
- **Time:** [Insert Start Time] - [Insert End Time]
- **Location:** [Insert Location]
- **Duration:** [Insert Duration]

Please confirm your attendance by [Insert Deadline Date]. We believe that this workshop will significantly enhance your skills and contribute to our goals as a team.

Thank you for your commitment to professional development.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]