

# Introduction to Hospitality Training Day

## Facilitators

Date: [Insert Date]

To: [Facilitator's Name]

From: [Your Name]

Subject: Introduction for Hospitality Training Day

Dear [Facilitator's Name],

We are excited to welcome you as a facilitator for our upcoming Hospitality Training Day scheduled for [insert date]. Your expertise in the hospitality industry is highly valued, and we are pleased to have you on board to share your knowledge with our participants.

The training day will take place at [location], starting at [start time] and concluding at [end time]. Our agenda includes various sessions aimed at enhancing skills in customer service, teamwork, and operational efficiency.

Please find attached the detailed agenda and information about the participants. We encourage you to prepare any materials you deem necessary for your session, and feel free to reach out if you need any additional support.

Thank you for being a part of this initiative. We look forward to a fruitful training day and your valuable contribution.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]