

Letter of Capacity Building Initiative

Date: [Insert Date]

To: [Staff Member's Name]

Position: [Staff Member's Position]

Department: [Department Name]

Dear [Staff Member's Name],

We are excited to announce a new Capacity Building Initiative aimed at enhancing the skills and competencies of our team in the social services sector. This initiative will focus on professional development, equipping you with the necessary tools to better serve our community and improve our service delivery.

Throughout this program, you will have access to the following:

- Workshops and training sessions led by industry experts
- Access to online resources and webinars
- Opportunities for mentorship and peer learning
- Regular feedback and assessment to track your progress

Your participation is crucial for the success of this initiative, and we strongly encourage you to engage fully in all activities. Together, we can foster a culture of continuous learning and improvement within our organization.

Please feel free to reach out with any questions or concerns. We look forward to your active participation!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]