

You're Invited!

Dear [Employee's Name],

We are excited to invite you to a Corporate Public Speaking Training session aimed at enhancing your communication skills and boosting your confidence in public speaking.

Date: [Date]

Time: [Start Time] to [End Time]

Location: [Venue/Room Number]

This training session will cover the following topics:

- Overcoming Public Speaking Anxiety
- Effective Communication Techniques
- Engaging Your Audience

Please RSVP by [RSVP Date] to ensure your spot.

We look forward to your participation!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]