

Dear Workshop Facilitators,

We are pleased to welcome you to the upcoming [Conference Name] scheduled for [Date] at [Venue]. As part of our commitment to providing you with the best experience, we would like to take this opportunity to introduce our conference staff who will be assisting you throughout the event.

Conference Staff

- [Staff Name 1] - [Position/Role]: [Brief Description]
- [Staff Name 2] - [Position/Role]: [Brief Description]
- [Staff Name 3] - [Position/Role]: [Brief Description]

Please feel free to reach out to any of us with questions or for support regarding your workshop sessions. We are here to help ensure that everything runs smoothly.

Thank you for being a vital part of our conference. We look forward to your session and wish you a successful workshop!

Sincerely,

[Your Name]
[Your Position]
[Conference Name]
[Contact Information]