

Half-Day Innovation Workshop Confirmation

Date: [Insert Date]

To: [Participant's Name]

From: [Your Organization's Name]

Dear [Participant's Name],

We are excited to inform you that your participation in our Half-Day Innovation Workshop has been confirmed. Please find the details of the workshop below:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location:** [Insert Venue/Online Link]
- **Facilitators:** [Insert Names]

This workshop will focus on fostering innovative thinking and collaborative problem-solving skills. We encourage you to bring your ideas and enthusiasm.

Please confirm your attendance by [Insert Confirmation Deadline]. If you have any questions or require further information, feel free to reach out.

We look forward to an inspiring and productive session.

Best Regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]