

# Invitation to Team-Focused Innovation Workshop

Dear Team,

We are excited to invite you to our upcoming **Team-Focused Innovation Workshop** aimed at enhancing collaboration and sparking innovative ideas within our department.

## Workshop Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Duration:** [Insert Duration]

## Agenda:

1. Introduction and Objectives
2. Brainstorming Sessions
3. Group Presentations
4. Feedback and Discussion
5. Next Steps

Please come prepared with your ideas and an open mind. This is a great opportunity to collaborate and contribute to our team's future direction.

Kindly confirm your attendance by [Insert RSVP Deadline].

Looking forward to a productive workshop!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]