

Invitation to Staff Professional Development Workshop

Dear [Staff Member's Name],

We are excited to invite you to participate in our upcoming professional development workshop titled "[Workshop Title]", scheduled for [Date] at [Location].

This workshop aims to enhance your skills and provide valuable resources to support your professional growth. Below are the details:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue/Room]
- **Facilitator:** [Facilitator's Name]

Please RSVP by [RSVP Deadline] to ensure we reserve your spot.

We look forward to your participation!

Best regards,

[Your Name]

[Your Position]

[Your Organization]