

Announcement of Upcoming Group Workshop

Dear Team,

We are excited to announce a group workshop on **[Workshop Topic]** scheduled for **[Date]** at **[Time]**. This workshop will take place at **[Location/Online Platform]**.

The purpose of this workshop is to enhance our skills in **[Relevant Skills/Topics]** and to foster collaboration among team members. The session will be led by **[Facilitator's Name]**, who is an expert in the field.

Please RSVP by **[RSVP Deadline]** to ensure your participation. We look forward to seeing everyone there!

Best regards,
[Your Name]
[Your Position]