

Invitation to Customer Service Training

Dear [Employee's Name],

We are excited to invite you to our upcoming Customer Service Training session scheduled for [Date] at [Time]. The training will take place at [Location].

This session is designed to enhance your skills in providing exceptional customer service, which is vital to our commitment to excellence. You'll have the opportunity to engage with experienced trainers and participate in interactive workshops.

Please confirm your attendance by [RSVP Date] to ensure your spot. We look forward to your participation!

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]