

Invitation to Participate in a Panel Discussion

Dear [Staff Member's Name],

We are excited to invite you to be a panelist in our upcoming panel discussion titled "[Discussion Topic]." This event will take place on [Date] at [Time] in [Location/Virtual Platform].

The panel aims to foster discussion on [Brief Description of the Topic] and we believe your insights and experiences would greatly enrich the conversation.

Please confirm your participation by [RSVP Date]. We look forward to your valuable contribution.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]