

Invitation to Leadership Team Workshop

Dear [Team Member's Name],

We are excited to invite you to our upcoming Leadership Team Workshop scheduled for [Date] at [Time]. The workshop will take place at [Location] and will focus on enhancing our leadership skills and team collaboration.

Please confirm your attendance by [RSVP Date]. We look forward to your valuable input and participation in making this workshop a success.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]