

# Invitation to Staff Training Workshop

Dear [Staff Member's Name],

We are pleased to invite you to participate in our upcoming Staff Training Workshop titled "[Workshop Title]". This workshop aims to enhance your skills and knowledge in [specific area of training].

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

Please confirm your attendance by [RSVP Deadline]. We look forward to your participation!

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]