

Invitation to Cross-Functional Workshop

Dear Team,

We are pleased to invite you to a cross-functional workshop aimed at enhancing collaboration and innovation across our departments.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

The workshop will focus on:

- Identifying common goals
- Sharing best practices
- Brainstorming new ideas

Your participation is essential for fostering better teamwork and achieving our objectives. Please RSVP by [Insert RSVP Date].

Looking forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Company]