

# Integrated Team Workshop Invitation

Dear Team Members,

We are excited to invite you to our upcoming Integrated Team Workshop. Below are the details:

## Workshop Details

- **Date:** November 15, 2023
- **Time:** 9:00 AM - 4:00 PM
- **Location:** Conference Room B, Company Headquarters
- **Facilitator:** John Doe, Lead Consultant

## Agenda

1. Welcome and Introductions
2. Overview of Integrated Team Processes
3. Breakout Sessions
4. Group Discussions
5. Wrap-Up and Q&A

Please confirm your attendance by November 5, 2023. We look forward to your active participation!

Best regards,

Jane Smith  
Team Coordinator  
Company Name