

Joint Departmental Training Workshop Invitation

Dear Team,

We are excited to announce a Joint Departmental Training Workshop scheduled for **[Date]** at **[Location]**. This workshop aims to enhance our skills and foster collaboration between departments.

Workshop Details:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Location]
- **Facilitators:** [Names/Organizations]

Please confirm your attendance by **[RSVP Date]**.

We look forward to your participation!

Best regards,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]