

Multi-Department Workshop Notice

Date: [Insert Date]

To: All Departments

From: [Your Name/Your Department]

Subject: Upcoming Multi-Department Workshop

Dear Team,

We are pleased to announce a multi-department workshop scheduled for [Insert Date] at [Insert Time]. This workshop aims to enhance collaboration and sharing of knowledge across our departments.

Details of the Workshop:

- **Topic:** [Insert Topic]
- **Location:** [Insert Location]
- **Duration:** [Insert Duration]
- **Facilitator:** [Insert Facilitator Name]

Please confirm your attendance by [Insert RSVP Date]. Your participation is valuable, and we look forward to seeing everyone there!

Best Regards,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]