

# Notification of Skill Development Workshops

Dear [Supplier Name],

We are pleased to inform you that we will be organizing a series of skill development workshops aimed at enhancing our workforce's capabilities.

Event Details:

- **Workshop Title:** [Workshop Title]
- **Date:** [Date]
- **Time:** [Time]
- **Venue:** [Venue]
- **Duration:** [Duration]
- **Facilitator:** [Facilitator Name]

We believe that your participation and input would be invaluable to the success of these workshops. Please confirm your availability by [RSVP Date].

If you have any questions or require further information, feel free to reach out to us at [Contact Information].

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]