

Directive for Workshop Participation

Date: [Insert Date]

To: [Participant's Name]

Position: [Participant's Position]

Department: [Participant's Department]

Dear [Participant's Name],

This letter serves as a directive for your mandatory participation in the upcoming workshop titled "[Workshop Title]" scheduled for [Date] at [Location/Platform]. This workshop aims to enhance your skills in [briefly describe the purpose of the workshop].

Your active participation is essential, as the knowledge gained will directly contribute to our team's success and align with our organizational goals.

Should you have any prior commitments that conflict with this schedule, please inform your supervisor by [Deadline for Notification] so that appropriate arrangements can be made.

Thank you for your cooperation and commitment to your professional development.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Contact Information]