

Notice of Enforced Workshop Participation Requirement

Dear [Participant's Name],

We hope this message finds you well. We would like to inform you that attendance at the upcoming workshop titled "[Workshop Title]" is mandatory for all participants.

Date: [Date of Workshop]

Time: [Start Time] to [End Time]

Location: [Location or Virtual Link]

Your participation is crucial as we will be covering essential topics that are integral to your role and our overall objectives.

Failure to attend without prior approval may result in [insert consequence, e.g., a formal warning, additional requirements].

Please confirm your attendance by replying to this email by [RSVP Deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]