

Employment Skills Training Enrollment Invitation

Dear [Recipient's Name],

We are pleased to invite you to enroll in our upcoming Employment Skills Training program designed to enhance your skills and improve your employability.

Details of the program are as follows:

- **Program Start Date:** [Start Date]
- **Duration:** [Duration]
- **Location:** [Training Venue]
- **Time:** [Time]

This training will cover various essential skills, including resume writing, interview preparation, and effective communication techniques.

Please confirm your participation by [RSVP Date]. We are excited to assist you in achieving your employment goals!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]