

You're Invited!

Dear [Recipient's Name],

We are excited to announce the graduation ceremony for our Employment Skills Training Program!

Date: [Date of Ceremony]

Time: [Time of Ceremony]

Location: [Venue/Address]

Join us in celebrating the achievements of our graduates who have worked diligently to enhance their skills and prepare for their careers.

Light refreshments will be served following the ceremony.

Please RSVP by [RSVP Date] to confirm your attendance.

We look forward to celebrating this important milestone with you!

Sincerely,
[Your Name]
[Your Title]
[Organization Name]