

Training Workshop Invitation

Dear Team,

We are pleased to announce a training workshop scheduled for **October 15, 2023**, focusing on **Effective Communication Skills**.

Workshop Details:

- **Date:** October 15, 2023
- **Time:** 9:00 AM - 4:00 PM
- **Location:** Conference Room A
- **Facilitator:** John Smith, Communication Expert
- **Lunch:** Provided

Please confirm your attendance by responding to this email by **October 5, 2023**.

We look forward to your participation!

Best regards,
[Your Name]
[Your Position]
[Company Name]