

HR Invitation Letter for Training Workshop - Sample Template

Date: [Insert Date]

To: [Employee Name]

Department: [Employee's Department]

Dear [Employee Name],

We are pleased to invite you to participate in the upcoming **[Workshop Title]** training workshop organized by the Human Resources Department. This workshop is designed to provide you with valuable knowledge and practical skills that will contribute to your personal growth and enhance your performance within our organization.

Workshop Details:

- **Topic:** [Workshop Title/Subject]
- **Date:** [Workshop Date]
- **Time:** [Start Time] – [End Time]
- **Venue:** [Location/Online Platform Link]
- **Facilitator:** [Trainer/Facilitator Name]

The objective of this workshop is to **[briefly state main objectives]**. Your attendance and active participation will be highly appreciated and will not only benefit your professional growth but also contribute to our organization's continued success.

Kindly confirm your attendance by [RSVP Deadline] by replying to this email or contacting [Contact Person], [Contact Details].

Should you have any questions or require further information, please do not hesitate to reach out.

We look forward to your positive response and your active involvement in this learning opportunity.

Sincerely,

[Your Name]

[Your Position]

Human Resources Department

[Company Name]