

Date: [Insert Date]

Subject: Invitation to Online Training Workshop on [Workshop Topic]

Dear [Participant's Name],

We are pleased to invite you to participate in our upcoming online training workshop, **[Workshop Title]**, scheduled to be held on **[Date]** from **[Start Time]** to **[End Time]** (Timezone).

This virtual workshop aims to provide valuable insights on **[brief description of workshop topic or purpose]**. The key learning objectives of this session include:

- [Learning Objective 1]
- [Learning Objective 2]
- [Learning Objective 3]

Details for joining the workshop:

Platform: [e.g., Zoom, Microsoft Teams, Google Meet]

Joining Link: [Insert URL]

Meeting ID: [Insert ID, if applicable]

Password: [Insert Password, if applicable]

Kindly confirm your participation by registering at [registration link] or replying to this email by [RSVP deadline].

We strongly encourage your attendance as the session promises to be engaging and beneficial for your professional growth. For any questions or assistance, please feel free to contact us at [Contact Email/Phone].

We look forward to welcoming you at the workshop.

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]