

Date: [Insert Date]

To: [Participant's Name]
[Participant's Position/Title]
[Participant's Organization]

Subject: Invitation to Training Workshop on [Workshop Topic]

Dear [Participant's Name],

We are pleased to invite you to attend our upcoming training workshop on **[Workshop Topic]**, organized by **[Organizer's Name/Department]**. The workshop is aimed at **[briefly state purpose or objective]**.

Workshop Details:

Date: [Insert Workshop Date]
Time: [Insert Start and End Time]
Venue: [Insert Location/Address]
RSVP by: [Insert RSVP Date]

Agenda:

Time	Topic/Activity	Facilitator/Speaker
09:00 – 09:30 AM	Registration and Welcome Coffee	[Name]
09:30 – 10:15 AM	Opening Remarks & Introduction	[Name/Title]
10:15 – 11:30 AM	Session 1: [Session Topic]	[Speaker Name]
11:30 – 11:45 AM	Coffee Break	-
11:45 – 01:00 PM	Session 2: [Session Topic]	[Speaker Name]
01:00 – 02:00 PM	Lunch Break	-
02:00 – 03:15 PM	Session 3: [Session Topic/Group Activity]	[Speaker/Facilitator]
03:15 – 03:30 PM	Q&A / Discussion	All
03:30 – 04:00 PM	Closing Remarks & Next Steps	[Organizer Name]

Registration: Please confirm your participation by replying to this email at [\[contact@organization.com\]](mailto:[contact@organization.com]) or by calling [Contact Number] by [RSVP Date].

We hope you can join us for this important workshop. Should you require any further information, feel free to contact us.

Looking forward to your positive response.

Sincerely,

[Your Name]
[Your Title/Position]
[Organization Name]
[Email Address]
[Phone Number]