

Date: [Insert Date]

To: All Staff Members  
From: Human Resources Department  
Subject: Invitation to Participate in Staff Workshop

Dear Team,

We are pleased to invite you to participate in an upcoming staff workshop organized as part of our commitment to continuous professional development. This session is designed to enhance your skills and knowledge, promote collaboration, and empower you in your respective roles within the organization.

**Workshop Details:**

**Title:** [Insert Workshop Title]

**Date:** [Insert Workshop Date]

**Time:** [Insert Start Time] – [Insert End Time]

**Venue:** [Insert Venue]

**Facilitator:** [Insert Name, if applicable]

The purpose of this workshop is to [briefly state purpose/objective of the workshop, e.g., "develop new project management techniques," "improve team communication," or "foster creative problem-solving"]. Participants will have the opportunity to engage in interactive sessions, share experiences, and gain practical insights that can be implemented in day-to-day work.

Kindly confirm your participation by replying to this email or contacting the HR department no later than [Insert RSVP Date]. Should you have any questions about the workshop, please feel free to reach out.

We look forward to your enthusiastic participation in making this workshop a success and enhancing our collective potential.

Sincerely,

[Your Name]  
Human Resources Manager  
[Company Name]