

Informal Email

Hi [Participant Name],

Weâ€™re excited to invite you to our upcoming training session on [Training Topic] happening on [Date] at [Location]. Itâ€™s a great opportunity to learn new skills and network with peers.

Please let us know if youâ€™ll be joining by [RSVP Date]. Hope to see you there!

Cheers,

[Your Name]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/training-invitation-letter>