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Workshop Invitation Letter

Mr. Tamas Shukla  
President  
New Artists Guild  
Sanik Vihar, Phoenipura, Delhi- 110034  
February 16, 2011  
Mr. Rajak Bhattacharya  
Sanik Vihar, Phoenipura  
Delhi- 110034  
Dear Mr. Bhattacharya,

The New Artists Guild is an organization of contemporary budding artists who are bonded by the main objective of honing our skills and helping budding artists have flourishing professional careers. We are constantly looking for new artists who are deserving but do not have the financial means for formal schooling. We want to give these artists an opportunity to discover their potential and showcase their talent to others in the hope of making their own name in the national art scene.

We have seen some of your art work and we would like to invite you to be one of our participants in the 2011 Art Workshop we are holding on March 25, 2011. We will send you more details of the program and the final venue as soon as you confirm your participation.

We hope you maximize this opportunity and attend our workshop.

Sincerely,

Mr. Tamas Shukla

**Men and Women of Faith Miracle Ministries  
833 Runnymede Rd Toronto, On, M6N 3V8**

November 21, 2009

Greetings in the precious name of our Lord Jesus Christ, I trust that all is well with you, your family and your ministry.

It is with pleasure and great excitement that we extend this invitation to you and your Leaders to attend our Leadership Training and Development Conference at Men and Women of Faith Miracle Ministries that will be held on December 11<sup>th</sup> 12<sup>th</sup> 13<sup>th</sup>.

To God be the Glory for the success of our previous Leadership Training and for his faithfulness towards our ministry. This will be a great weekend of praise and worship as we give God all the glory for his marvelous works in this ministry. Our special guest speaker will be Pastor Shirandi Shamamba of Atlanta, Georgia.

We look forward to your attendance and pray you will join us to share this great blessing of our Leadership Training Conference which will also benefit your ministry for the glory of God!

Please note that there will be a pastors meeting only on the Saturday 12<sup>th</sup> from 9:30am to 12:30pm. We encourage pastors to attend this special morning meeting.

Attached is the Leadership Training Conference flyer as well as a resume of Pastor Shirandi Shamamba for further information.

Abundant Blessings,

Pastor & Prophetess Beja Kutemba  
Men and Women of Faith Miracle Ministries

Your Name  
Address  
Phone Number

Name of Recipient  
Title  
Company Name  
Address

Date

Dear Name:

We are announcing that our department is planning to conduct a series of employee training sessions, as supported by Management Executive and by resources to you. The reason for the training sessions in this part is a new computer software that our manager developed on the PC side. This software will be used to enhance the quality of our work. It will be convenient for you to attend these sessions in order for our company to be in phase with the current trend.

The following will be the schedule for your training sessions. (Add the schedule of the sessions here. You can use a table to list a longer schedule.)

Please note the schedule in which you are available to join. If none of them fit your work, notify your superior immediately. He/she will make arrangements for you to be available to be trained on the next occasion.

Thank you for supporting the call.

Yours Truly,  
Your Name

**Employee Training Invitation Letter Sample**

To  
Mr. X  
Junior sales executive,  
Pirate group limited  
London, UK  
Date: 20th July 2016  
Subject: Training invitation letter

Dear Mr. x  
First, I want to introduce myself. Flora Patty, the senior account manager. I am writing this letter to you to invite you to our upcoming four-day optional training program for all sales department employees. This training program is designed towards inculcating additional selling skills and strategies among the sales team and we hope that you would be paying attention to it.

This training program also included a marketing seminar for the participants.

Here are the details of the training program

Duration: 4 days, SUNDAY to FRIDAY  
Dates: 15th July to 18th July  
Timing: 11 am to 5 pm  
Training coach: Forde Husky

Since this is not the obligatory training program, not attending it wouldn't be marked as a negative against you. But it would be my personal appeal to try and make it to the program as it would be very helpful for you. To register, kindly get and fill a form from the accounts department front desk and submit it within 2

DOT Size	700 employees
DOT Field Personnel	234 employees
Headquarters (city)	Providence
District Offices	N/A
Roadway or Highway Mileage	1,000 miles
Bridges	800 bridges

Rhode Island has 1,100 miles of roadway and 800 bridges. Snowstorms are frequent in the state, and severe winter weather has been a major challenge for the DOT. The major disasters faced by Rhode Island in recent years have been two hurricanes (Irene in 2011 and Sandy in 2012), flooding in 2010, and a massive blizzard (Nemo) in 2013.

The head of the Maintenance Division, Administrator Joseph Baker, is responsible for design and construction, planning, finance, and administration. He is also the designated Incident Commander during all incidents.

ICS-100 (Introduction to ICS) and ICS-200 (ICS for Single Resources and Initial Action Incidents) are recommended for all field personnel. In addition, mid-level managers typically take ICS-300 and 400. Upper-level managers also take the IS-700 course (Introduction to NIMS).

These courses are provided by the Rhode Island Emergency Management Agency at their facilities. Training is paid for by Rhode Island DOT. Because Rhode Island is a small state, it is relatively easy for their personnel to travel to the State EMA for training. The State EMA provides the ICS and NIMS courses as well as tabletop exercises – the exercises are in a classroom setting and are interactive.

In terms of other training needs, personal safety and hazards awareness courses are provided by the RIDOT Safety Office. The office has recently purchased and distributed a CD on safety training created by ARTHA, OSHA, and the U.S. Department of Labor. The office considers online training to be just-in-time training, because it can be given whenever the need arises.

**TRAFFIC INCIDENT MANAGEMENT (TIM)**

TIM training was recently introduced by the SHRP 2 program. It is being provided to DOT field personnel and other agencies and organizations by the State Fire Academy and State Police. The TIM training contains an ICS component which is useful during any incident, large or small.

**UNIVERSITY OF RHODE ISLAND TRANSPORTATION CENTER**

RIDOT has entered into a formal partnership with the University of Rhode Island Transportation Center to train RIDOT field

Letter of invitation for a training. Sample invitation letter to a training workshop.

People usually arrange some gatherings like engagement ceremony, marriage ceremony, anniversary, parties, and meeting in the office, etc. For arranging such gatherings, you need to invite people to join such events. For this purpose, we use invitation letters. Now when someone sends you an invitation letter, it is necessary to send an acceptance letter. When accepting a letter of invitation, it is necessary that a note should be written which shows your acceptance of that invitation, especially when you are accepting a formal invitation. How to write an acceptance letter for training invitation? Here are mentioned some necessary tips which you can consider while writing an invitation acceptance letter. If you are writing an invitation acceptance letter to your friends or family then you may use "Dear" and if it is a formal letter then start with the surname of the sender. After that express gratefulness for receiving an invitation letter. Also, write the date and place of the event where and when that event will be happening. Write a momentary note

