Workshop Invitation Email Template

Dear [First Name],

You are invited to an exciting team workshop called Innovation at Work! It will take place on [date, time] and will focus on [ideation/prototyping/presentation]. It’s designed to help us as a team, and as an organization, master design thinking tools and use them right away to address challenges specific to our work.

Get ready to take some risks, try new things, and apply what you learn in real time to real projects. This workshop will be active, fast-paced, structured and fun… and no laptops allowed!

**Meeting Details**
- **Date:**
- **Time:**
- **Location:**

To get an idea of what this workshop is all about, please watch this [program overview video](#) from instructors Perry Klebahn and Jeremy Utley, Directors of Executive Education at Stanford University’s d.school.

Thanks in advance for your participation!

[Signature]