

***\* template if sending a welcome email without a Zoom link***

Hello Everyone, or [*Insert CG name if sending individual invites*],

My name is [*facilitator name*] with [*company/organization name if applicable*] and I would like to welcome you to the Caregiver TLC Workshop. Please feel free to contact me with any questions at [*preferred contact info*]. I look forward to seeing you at our first session on [*date*]. I will send you the Zoom invite for our first Workshop session in the next [*few days, weeks?, indicate timeline*].

**Online Resources**

Prior to beginning the Caregiver TLC Workshop, please review the participant guide and other resources under the “Participants” Section of the Caregiver TLC website at:

<https://www.optimalagingcenter.com/caregiver-tlc/>

**Workshop Schedule**

Just as a reminder the workshops will be held on:  
Tuesday afternoons from 1-3pm on the following dates:  
Session 1: 4/4  
Session 2: 4/11  
Session 3:  4/18  
Session 4: 4/25  
Session 5: 5/2  
Session 6: 5/9

***\* template if sending a welcome email WITH a Zoom link***

Hello Everyone, or [*Insert CG name if sending individual invites*],

*\*For first session:*

My name is [*facilitator name*] with [*company/organization name if applicable*] and I would like to welcome you to [*insert workshop name, i.e. Workshop 1, 2, 3*]. Please feel free to contact me with any questions at [preferred contact info]. I look forward to seeing you at our first session on [date].

*\* For sessions 2-6*

Thank you again for your participation in the Caregiver TLC Workshop. I hope you are finding the sessions engaging and informative. Please do not hesitate to contact me with any questions at [preferred contact info]. I look forward to seeing you at our [*insert session number, i.e., second, third, etc*.] on [date].

The Zoom invitation to session [*include session number, i.e., 1, 2 ,3 ..]* is included at the end of this email.

**Participant Guide and Online Resources**

Prior to joining the [insert session number, i.e. first, second, third, etc.] session, please review the participant guide and session [include session number, i.e., 1, 2 ,3 ] handouts on the Caregiver TLC website \**and attached to this email* *(you can choose to attach the guide and/or session handouts or just direct the CG to the website. I recommend attaching at least the guide for the first session).*

The participant guide, session handouts, and other resources are found in the “Participants” Section of the Caregiver TLC website at:

<https://caregivertlc.org/participants.html>

**The passcode is: care (all lowercase)**

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**Zoom Invitation**

**[*include Zoom link*]**