

Sample Memo to Staff

Dear Staff,

I am excited about the upcoming Honor Retreat to be presented by Youth Frontiers, Inc. Youth Frontiers (YF) is a nonprofit organization that has been delivering retreats to schools since 1987. They provide schools with experiences that inspire character, civility and community.

You can expect a day of spirited group mixers and inspiring discussions designed to build staff community in our school. Please come to the retreat wearing comfortable clothes so you can fully participate in the retreat activities/discussions.

Teachers recently made these comments following their experience on the Honor Retreat:

“Wonderful presentation, good pacing, excellent humor, engaging small- and large-group activities.”

“Thank you so much. You reinforced in us to value who we are and how we got here.”

“This was the best workshop I have ever attended. You made me feel energized and appreciated.”

The Honor Retreat is scheduled for _____ (date) and will be held at _____ (place).

Please arrive no later than _____ (time). We will be finished at _____ (time.)

Visit youthfrontiers.org/honor-retreat for more information about the Honor Retreat.

Thanks in advance for your support and participation at this important event.

Sincerely,

School Principal or Staff Member