

Sample Memo to Staff

Dear Staff,

I am excited about the upcoming Purpose 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 engaged conversation, which will delve into why teaching is important and what our own purpose is in this vocation. This half-day retreat will give needed time and space to rediscover what originally drew us into this profession and to recommit to our students' success.

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

"To say the Purpose Retreat was a focused opportunity to reflect on ourselves, each other and why our job is more than just a job to us is an incredible understatement. Our staff has never felt so connected, driven and positive about a school year."

"Our people are honored, energized and have their spark back!"

"We are so busy from day to day, so this retreat gave us a great opportunity to connect with each other."

The Purpose Retreat is scheduled on _____ (date) and will be held at _____ (place).
Please arrive no later than _____ (time). We will be finished at _____ (time.)

Visit youthfrontiers.org/purpose-retreat for more information about the Purpose Retreat.

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

Sincerely,

School Principal or Staff Member