

Retreat Attendance Justification Letter

<<Date>>

Dear <<Supervisor's Name>>,

I would like to attend the **Mindset Retreat** on September 13, 2024, hosted by Thriving Ibis Leadership Solutions and Yu Wellness.

This retreat provides 6 hours of small-group coaching and leadership development designed to help attendees develop a more positive and productive mindset. Mindset is important at work because it influences the way we approach problems and relationships. This will help me take on more challenging and complicated activities as it will build my competence in both stress and time management.

The ideas, best practices, contacts, and tools I will gain from this retreat will save time and money while prioritizing our company's needs. I am committed to sharing knowledge and resources with my office after the retreat.

With the current economic conditions, I understand we must be very conscientious of where we spend money. This retreat is an exceptional value - \$300 for 6 hours of training and meals. Additionally, the retreat facilitators will provide me with 30 minutes of executive coaching on a topic of my choice after the retreat (a \$150 value).

I believe attendance at this retreat is a prudent investment in my professional development and ability to contribute to our team.

Sincerely,

<<Your Name>>