To: Leadership Team

From: [Your Name], CEO

Date: October 13, 2023

Subject: Upcoming Leadership Offsite at Big Sky Resort, Montana

Dear Colleagues,

I am pleased to announce that we have confirmed the dates for our annual leadership offsite. This year, we're taking our strategic planning and team-building to new heights — quite literally — at the Big Sky Resort in Montana! The event is scheduled from [start date] to [end date], and it promises to be an extraordinary opportunity for all of us to align our visions, strategies, and goals for the upcoming year in an inspiring and rejuvenating environment.

\*\*Why Big Sky Resort?\*\*

Nestled in the heart of the Rocky Mountains, Big Sky Resort offers the perfect backdrop for creative thinking, strategic planning, and team bonding. The change of scenery from our day-to-day office environment is intended to inspire out-of-the-box thinking, encourage open communication, and foster a stronger connection among our leadership team.

\*\*Agenda Highlights:\*\*

1. \*\*Strategic Planning Sessions\*\*: These sessions will focus on evaluating our current strategies, discussing new opportunities and trends, and setting clear, actionable goals for the next fiscal year.

2. \*\*Team Building Activities\*\*: Big Sky's natural environment offers a plethora of outdoor activities. We'll be engaging in group challenges designed to strengthen our collaboration, communication, and trust within the team.

3. \*\*Leadership Workshops\*\*: We've arranged for a series of workshops led by renowned experts focusing on leadership development, change management, and innovation in leadership.

4. \*\*Open Forums\*\*: These forums will provide an opportunity for open discussions where everyone is encouraged to bring their ideas, concerns, and aspirations to the table.

5. \*\*Relaxation and Networking\*\*: There will be ample time for relaxation and informal networking. These moments are just as important for forming and deepening our connections.

\*\*Logistics:\*\*

- \*\*Travel Arrangements\*\*: [Your assistant's name] will be reaching out to each of you to make individual travel arrangements. We aim to have everyone arrive at Big Sky by [time] on [date] to settle in before our welcome dinner.

- \*\*Accommodation\*\*: We have reserved a block of rooms at the resort. Each of you will have a private room, with access to all the resort's amenities.

- \*\*Packing\*\*: The weather in Big Sky during our stay is expected to be [expected weather]. Pack accordingly, and don't forget to bring attire suitable for outdoor activities and evening events.

- \*\*Dietary Restrictions\*\*: Please inform [Organizer's Name] of any dietary restrictions or preferences by [date], so we can ensure the resort caters to your needs.

- \*\*Emergency Contact\*\*: We will be off the grid for most activities, so please provide [Organizer's Name] with an emergency contact by [date].

\*\*Preparation:\*\*

- \*\*Pre-Offsite Survey\*\*: Expect a brief survey within the next week. Your input will help shape the agenda and discussion topics.

- \*\*Reading Material\*\*: We'll circulate a list of reading materials that will form the basis for some of our discussions.

- \*\*Personal Goals\*\*: Take some time to think about your personal and departmental goals, challenges, and expectations for this offsite and the coming year.

This offsite event will be an invaluable investment in our leadership team and, by extension, our company's future. We've chosen Big Sky Resort because we believe the space where we collaborate matters. Fresh air, breathtaking views, and open skies have a way of opening minds. We want this offsite to be productive, but we also want it to be memorable — a shared experience that strengthens our team's bond and reinvigorates our collective spirit.

Please block off these dates on your calendar and prepare to fully engage. This is a time for us to come together, align our visions, and recommit to our journey toward continued success and innovation. I look forward to seeing each of you in Big Sky.

Best,

[Your Name]

CEO, [Your Company]