



March 2025

Subject: Professional Development Opportunity: Empowering and Transformative Offsite Retreat

Dear Leadership Sponsor & Executive:

I am writing to provide an overview of an upcoming professional and personal development retreat that one of your team members has expressed interest in attending. This retreat is led by me, Monique de Maio. I am a respected leader in personal and professional empowerment, an entrepreneur, author of [7 Secrets to Creating a Life You Love: A Practical Guide for Women in Leadership](#) and Podcast Host of [Possibilities with Monique de Maio](#).

This retreat focuses on training, leadership development, and personal growth. It is designed to align personal aspirations with professional objectives, making it a holistic opportunity for your employee to return with renewed clarity, actionable strategies, and enhanced productivity.

Retreat Overview and Key Benefits:

1. Tailored Leadership and Personal Development: The retreat is structured to foster both personal and professional growth, ensuring participants leave with a clear understanding of their goals and practical steps to achieve them. Through a series of workshops, self-reflection exercises, and group discussions, participants will:

- Reverse-engineer their career and life goals to create a practical game plan.
- Identify and work through personal and professional “friction points” that may be holding them back.
- Set Big Hairy Audacious Goals (BHAGs) for 2025 with an action plan for execution.

2. Alignment with Corporate Leadership Objectives: This retreat is ideal for employees looking to enhance their leadership potential. The sessions focus on:

- Building resilience by understanding and overcoming challenges in personal and professional life.
- Exploring strategic relationship-building, identifying personal allies, and leveraging support systems that can help with work-life balance.
- Creating clarity in decision-making and setting clear priorities that align with organizational goals.



3. Tangible Takeaways and Actionable Skills: Your employee will return with a personalized action plan, including a signed self-commitment contract to track progress post-retreat. They will develop strategic leadership behaviors, identify and address areas of growth, and harness mindfulness and productivity techniques to enhance their work performance. The retreat's impact is long-lasting, with follow-up sessions and community support to ensure continued personal and professional development.

4. Restorative and Holistic Approach: The retreat's serene setting, combined with curated health and wellness activities such as yoga, meditation, and mindfulness exercises, ensures attendees return refreshed and recharged, ready to take on new challenges with renewed energy.

Investing in this retreat will offer your employee a unique opportunity to enhance her leadership skills, align personal and professional goals, and bring back valuable strategies that will positively impact her performance and your organization. This retreat qualifies as a reimbursable professional development opportunity given its focus on leadership, strategic planning, and personal empowerment.

Should you have any further questions or require more detailed information, I would be happy to provide additional documentation.

With gratitude,

A handwritten signature in black ink, reading 'Monique de Maio'. The signature is written in a cursive, flowing style.

Monique de Maio