

Proposal for Company Retreat

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposal for Strategic Planning Retreat

Dear [Recipient's Name],

I am writing to propose a company retreat focused on strategic planning for [Company Name]. The objective of this retreat is to align our team's vision, establish actionable goals, and foster collaboration among departments.

Proposed Details:

- **Date:** [Insert Proposed Dates]
- **Location:** [Insert Suggested Venue]
- **Duration:** [Insert Number of Days]

Agenda Highlights:

- Team Building Activities
- Goal Setting Workshops
- Strategic Discussions
- Feedback and Reflection Sessions

Budget Overview:

[Insert estimated budget details]

The retreat will provide a unique opportunity to engage our team in strategic conversations that are critical for our company's future growth. I believe investing time away from the routine will yield significant benefits in productivity and morale.

I am looking forward to discussing this proposal further. Thank you for considering this opportunity to strengthen our strategic planning efforts.

Best regards,

[Your Name]
[Your Position]

[Company Name]

[Your Contact Information]