

## Sample Email Template #2

**An example of an internal communication encouraging a hard working team member to really take time off and come back refreshed:**

Dear [VALUED EMPLOYEE],

I hope you are having so much fun in [FABULOUS PLACE]! Cannot wait to hear all about it.

You worked so hard before you left for vacation and did an outstanding job preparing us. We created a Google Doc for you to return to with top items so you can quickly get up to speed when you are back online.

I appreciate you responding and I completely understand that we are all wired to want to check work emails while away. But, it would make me very happy if you did not, so you can just soak up the joy :) My wish is that you are truly immersed in your adventure.

Enjoy,  
[LEADER]