[INSERT DATE], 202X

Dear Parent,

On the next in-service day, [INSERT DAY OF WEEK MONTH X, INSERT SCHOOL/ORGANIZATION NAME] all school employees will be participating in Work in Balance Day, a district-wide event dedicated to employee wellness. The day will feature [INSERT KEY INFORMATION YOU WOULD LIKE TO SHARE WITH PARENTS]

Why are we hosting a Work in Balance Day? This event is designed to support the well-being of our dedicated school employees. We recognize that when educators and staff are physically, mentally, and emotionally well, they are better equipped to foster a positive and effective learning environment for students. Work in Balance Day reflects our commitment to cultivating a thriving school community—one that values and invests in the people who care for our children each day.

**Here are a few meaningful ways you and your family can contribute:**

* Consider volunteering through the Parent Teacher Association (PTA) to support event logistics or hospitality.
* If you own or are connected to a wellness-focused business, we welcome your participation as a community vendor.
* Encourage your child to write a note of appreciation to a school employee to express gratitude and support.
* Help spread awareness by sharing the event with local businesses and community sponsors who may wish to contribute.

For more information on this event and ways you and your family can get involved, contact [INSERT CONTACT NAME] or visit [INSERT SCHOOL DISTRICT WEBSITE]

Thank you for your support,

[INSERT CONTACT NAME]

[INSERT CONTACT TITLE]

*PRO Wellness actively supports International Walk to School Day, a global movement bringing together millions of walkers from around the world to provide safe routes to school. For more information, visit* [*med.psu.edu/PROwellness*](http://med.psu.edu/PROwellness)