

[Date}

**Subject:** Request for Approval to Attend The DETOXperience

Dear [Manager/Supervisor's Name],

I am writing to request approval to attend *The DETOXperience*, a four-day immersive professional development retreat focused on leadership growth, workplace well-being, and sustainable career success. The event will be held December 3-7, 2026 and is designed to equip professionals with strategies to lead with clarity, resilience, and balance in today's demanding work environments.

The DETOXperience is built around the "**It's Me, Not You**" Framework, which provides participants with tools to:

- **Perceive** – sharpen self-awareness and identify how workplace dynamics affect professional growth.
- **Protect Peace** – establish and maintain healthy boundaries that enhance productivity, teamwork, and leadership effectiveness.
- **Pivot** – develop actionable strategies for adapting to challenges, embracing change, and driving impact without burnout.

In addition to guided workshops and coaching sessions, the retreat includes **experiential vendor stations** that allow participants to practice and internalize these concepts through interactive, hands-on activities. This unique combination of training and experience ensures that learning is not only theoretical but also immediately applicable to the workplace.

#### **Benefits to Our Organization:**

- **Enhanced Leadership Skills:** I will gain strategies to better manage stress, set priorities, and lead with confidence in complex work situations.
- **Stronger Team Contribution:** By learning practical tools for communication and boundary-setting, I can help improve collaboration and productivity.

- **Long-Term Impact:** The retreat emphasizes creating sustainable practices for resilience, which will reduce risks of burnout and turnover while increasing my capacity to deliver consistent results.
- **Knowledge Sharing:** Upon my return, I will share key takeaways and frameworks with colleagues to multiply the benefit across our team.

**Investment:**

The cost to attend is [Insert Registration Fee] plus travel expenses. The event organizers provide resources for arranging travel, and I will ensure all arrangements are handled responsibly and cost-effectively.

Given the focus on actionable strategies for leadership development, employee well-being, and workplace performance, I believe *The DETOXperience* will directly contribute to my growth as a professional and to our organization's goals.

Thank you for considering my request. I am confident that the insights and skills I gain from this experience will create a positive and lasting impact on my contributions to the team.

Sincerely,  
[Your Full Name]  
[Your Job Title]