**Sample RECHARGE Space Promotional Email**

*Below is a sample email to promote RECHARGE Space in your department. This email is a template and may be modified to best suit your department.*

**(In-Person)**

**Subject:** RECHARGE space available!

**Body:**

Dear **[Department],**

To be the best at what we do and to feel our best every day, it is important take care of yourself during the workday. This may involve eating nutritious foods, being physically active, getting enough sleep, or taking time to be grateful. It can also be as simple as taking a minute to breathe or stretch. One important way to take care of yourself at work is to dedicate a relaxing and rejuvenating break time.

Take your break at our **RECHARGE space**! We have a dedicated space from [TIME] to [TIME] every [DAY] to destress and unwind. During this time, we provide a comfortable and cozy space for you to use coloring books, puzzles, or yoga mats for stretching and meditation as well as other resources and tools. Come try it out to reset, relax, refresh, and RECHARGE! During the RECHARGE space, we will be following the [health and safety guidelines](https://sfdhr.org/covid-19), limiting the number of people in the room at once, and providing hand sanitizers and Clorox wipes for use.

\* Feel free to donate books, magazines, plants, and anything that will help us relax in this space! If you also have ideas on things you want to include in the room please let me know. Please contact [Champion] for more information about donating or decorating.

Best,

[Sender/champion]

**(Remote)**

**Subject:** RECHARGE space available!

**Body:**

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Take your break in your own personal **RECHARGE space**! We have a dedicated time from [TIME] to [TIME] every [DAY] to recharge together through MS Teams to destress and unwind. During this time, we will engage in activities to help us unwind and learn to feel calmer and reenergized together. Come try it out to reset, relax, refresh, and RECHARGE!

\* Feel free to check out this list (insert link) created by [Champion] sharing ideas of how to create a cozy and relaxing RECHARGE space in your home using things that you may already own! To join this RECHARGE time, join with the links below.

Best,

[Sender/champion]

Meeting Link