**Take a Look at Teaching**

**Thank You Email**

**Note: A note to your attendees to say thank you for attending an event is always appreciated.**

* **Please feel free to use this template and edit to suit your needs.**
* **Send thank you email within one week of summit.**
* **Attach the Discussion Questions link** [**http://bit.ly/takealookatteaching**](http://bit.ly/takealookatteaching) **to the**

Good afternoon,

On behalf of NYSUT and [insert your local name here], we would like to thank you for attending the “*Take a Look at Teaching”* summit in [enter city] on [enter summit date here]. The audience assembled, the conversation and dialogue, and the solutions that were shared were truly inspiring.

The teacher shortage in New York and the call to diversify the workforce in our schools are truly daunting challenges. But we were left hopeful knowing that you are part of the education community in [enter city] dedicated to finding sustainable solutions to these problems. Thank you for your thoughtful contributions to our discussion.

Your feedback from your participation in the summit is very important to us. Please take a moment to reflect on our discussion questions from the summit. Our online survey is available at: <http://bit.ly/takealookatteaching>.

Please don't hesitate to reach out to us as you continue these conversations with your colleagues. NYSUT would be honored to partner with you and support your efforts. Please contact us if you are interested in serving as a leader in your community by hosting a local Campus Conversation, which is an event like this one that is focused on solutions to the teacher shortage.

To follow the ongoing work of the initiative, please visit NYSUT’s website at [www.nysut.org/takealookatteaching](http://www.nysut.org/takealookatteaching).

Your passion for educating New York's youth could not have been more clear to us. Thank you for joining us as we encourage students and adults alike to take a look at teaching in New York.

Thank you.