Take Our Kids to Work

Sample internal email

Use your usual internal communicaiton channles to invite staff to particpate in Take Our Kids to Work. Customize to fit your style, culture, and communication channels.

CALLING ALL EMPLOYEES WITH CHILDREN IN GRADE 9!

 <Name of company> is pleased to announce our participation in the Take Our Kids to Work program on WEDNESDAY, NOVEMBER 5, 2025.

We hope you will participate by inviting your Grade 9 child to accompany you to work on that day. If you don’t have kids in grade 9, you can volunteer to host a child in need of a placement.

To participate, please register your child or host child by emailing <name of contact> with the following information by <date>:

Your name:

Department/section:

Child’s name:

Child’s school:

STAY TUNED FOR MORE DETAILS!

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