

Staff Appreciation Week: Email Examples

Good Morning all!

Staff Appreciation week is coming up soon – week of _____. We are thinking of ways for the children to show their appreciation for insert teacher's name and the Specials teachers. As the date nears, I will send out additional emails with thoughts and ideas of things to do throughout the week.

It would be great if we could provide a special gift from the class to insert teacher's name. If you would like to donate, any amount is appreciated. Please send contributions to school in a sealed envelope addressed to insert Room Parent's name. You can place the envelope inside your child's color folder. The gifts will be from the entire class regardless of donation.

Thank you in advance for helping us show insert teacher's name how much we appreciate her/him and all she/he continues to do for our children.

Email Reminder:

Hello! Just a friendly reminder that I am collecting donations for a gift from the class to insert teacher's name for Staff Appreciation Week – week of _____. If you would like to donate, any amount is appreciated. Please send contributions to school with your child in a sealed envelope addressed to me. You can place the envelope inside your child's color folder. Gifts will be from the entire class regardless of donation. Thanks so much!!

Parent Update Email:

Good morning! I have placed a few orders for insert teacher's name for Staff Appreciation Week with the help of your kind donations, and I wanted to share the gift items with you along with some fun ideas for the rest of Staff Appreciation Week (insert dates).

I have ordered insert teacher's name a Scout insulated Lunch/cooler "Nooner" style bag (see attached photos) and have purchased a monogrammed Yeti tumbler - color seafoam (see attached photo). I think she/he will love these!!

A parent volunteer has kindly offered to bake chocolate chip cookies for insert teacher's name AND all of the Specials teachers as a gift from the entire class. So thoughtful!

We would like to have the students make cards for insert teacher's name to be hand delivered on Monday, insert date. I will send out a reminder about this closer to date. (I will prepare cards from the class for the Specials teachers.)

Any remaining donations for Staff Appreciation Week will be used to purchase a gift card to Starbucks or

a restaurant that she/he likes. I will continue to collect donations through the end of next week. Any amount is appreciated, and all gifts are from the entire class regardless of donation. Thank you again to everyone who has already contributed! The class is able to surprise insert teacher's name with a special gift each day during Staff Appreciation Week thanks to your kind support.

Have a wonderful weekend!

Room Parent



