Dear <<\_\_\_\_\_>>,

We are reaching out to you because your invaluable expertise and insight as a leader would make you an excellent speaker at our <<Leadership Retreat/Seminar/Workshop>>.

As our general surgery residents progress into their fifth and final year of residency, they take on a new role as Chief Resident. During this year, they become leaders of a team of their fellow residents, nurses, and other support staff, and are primarily responsible for the care of patients on their assigned service. In addition, they are expected to take on a larger role in the operating room, an environment in which effective teamwork and leadership is crucial to patients’ good outcomes. Successfully navigating the transition into this new leadership role is critical in their development as independent surgeons.

In the past, residents have often been expected to ‘rise to the occasion’ without proper guidance, training, or coaching. In an effort to provide more targeted leadership training and support, we are conducting a <<Leadership Retreat/Seminar/Workshop>> on <<date/location>>. The curriculum will include presentations by various leaders and educators both within and beyond our department and institution. We believe our residents would benefit immensely from your participation.

Please let us know if you are interested. If there are specific topics you’d like to cover, or resources you would recommend, we would be happy to work with you.

Sincerely,

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