



## EMAIL

**To:** <insert your organization or facility name>

**From:** <insert your name>

**Date:** <insert date>

**Subject:** Celebrate Nursing Professional Development Week with <input your organization or facility name>

Dear <Insert organization/facility name, or individual in charge>,

Each year in September, nursing professional development (NPD) practitioners from across the globe take a week to celebrate [Nursing Professional Development Week](#). This gives us an opportunity to shine a light on the profound impact NPD practitioners have on our profession. <insert NPD or Education Department> welcomes you to join us in the festivities September 14-20, 2025.

As NPD practitioners, our work ensures that <input your organization or facility name> nurses receive premier continuing education and necessary training as they transition into new roles and responsibilities. NPD practitioners are imperative supporters of frontline workers and uphold our organization's standards and champion quality, evidence-based care, and patient safety every day.

At <input your organization or facility name>, our NPD practitioners proudly offer programs such as:

- Orientation and transition to practice programs
- Proficiency evaluation
- Nursing professional development contact hours
- Instruction on equipment usage, policies, and procedures

- Oversight of student affiliations
- <input other programming provided by your department>

We invite you to celebrate with us, acknowledging the achievements of our colleagues and teach others about this profession.

Happy NPD Week!

<input your name>

<input your title>

<input your contact information>