**This email template can be used for a follow up meeting with Recovery to Work champions in your region. It assumes that an initial meeting has already taken place. There is an email template for an initial introductory email in Phase 1 of the Recovery to Work Ecosystem Builders Guide.**

Thank you to all who were able to join the [insert date of last meeting] meeting of Recovery to Work champions, a group of organizations in [specify region] that are working together to connect people recovering from Substance Use Disorder (SUD) to in-demand skills and meaningful employment. At that meeting we decided as a group to:

* [Insert brief bullet point recap of decisions and next steps.]

We would like to organize another meeting of “Recovery to Work” champions to build on this initial progress. [Insert purpose of follow up meeting. For example: develop a shared vision of success, identify cross-organizational opportunities to strengthen the recovery to work ecosystem, agree on structure and roles for joint work, and develop consensus around a joint approach to business engagement.] I’ve attached an agenda for your reference. [Use agenda activity in Phase 2 of the Ecosystem Builders Guide to develop your agenda.]

We would like to have our next meeting on [insert meeting details].  I understand that some of you may not be able to attend this meeting, but we will have more in the future and certainly encourage you to join when possible.  I will send out a calendar invite with the details of the call.