### Employee Announcement Letter Sample – Starter Draft

*A letter from your company’s wellness committee can be a great way to encourage employees to get involved. Below is some suggested language; you can customize as needed to suit your senior leaders and your employees.*

### [Company logo]

[Date]

Dear [Company] Employees,

There is much talk these days about the importance of good nutrition, physical activity, and stress reduction. In an effort to promote health and wellbeing among [Company] employees, we are starting [name of worksite wellness program], open to all [Company] employees, that includes nutrition education, fitness activities and intervention programs to help with [list examples such as: smoking cessation, stress reduction, etc.].

An internal Wellness Committee has been formed, and their names and emails are listed below. This team is carefully considering a range of activities to help employees find support and ideas for making healthy choices and meeting their own wellness goals, and they need your input to further develop this program. Attached you’ll find a short survey that should take just a few minutes of your time. *All survey responses are completely anonymous.*

Your ideas and opinions are important to us. It is vital that we hear from everyone in the organization in order to make [name of worksite wellness program] a success. We look forward to incorporating your ideas and suggestions to create activities and programs that will become an exciting part of our culture here at [Company].

Please submit your survey to [name/email] no later than [date].

Sincerely,

[Signature]

**[Company]’s Wellness Program Committee**

Name Email Name Email

Name Email Name Email

Name Email Name Email

Adapted from Live Well San Diego, Live Well @ Work Toolkit. Available at: [https://www.livewellsd.org/content/livewell/home/Topics/worksite-wellness/  
LWatW-toolkit.html](https://www.livewellsd.org/content/livewell/home/Topics/worksite-wellness/LWatW-toolkit.html)