

<Your Letterhead or Company Logo Here>

<insert date>

Dear <Company Name Employee>,

Is your health important to you? It's important to us. We recognize that <insert your organization's name> most valuable resource is its employees, and that the health and well-being of our employees has a direct impact upon the continued success of our organization.

We are proud to introduce the <insert name of well-being program> to provide greater opportunity for employees to engage in health and wellness programs, and deliver targeted programs directly to your workplace. Health these days includes how you feel physically, mentally, spiritually, emotionally and even socially. Your health is about you as a whole.

We believe that every one of you has at least one thing that makes you healthy. Whether it's eating blueberries for breakfast, walking the dog, chasing your kids around the yard or getting a full night's sleep, you have healthy habits in your life.

The first step to maximizing your health is finding your healthy. Look at your own life and your daily routine. What kinds of things do you do that help you to feel good physically? Mentally? Spiritually? Take note of these awesome habits because that's how you can create more.

When you recognize the healthy habits that seem like second nature in your life, it's so much easier to incorporate even more healthy choices and eventually weed out the not-so-healthy ones. This is how the best — and most sustainable — health journeys start.

Health doesn't have to be about meeting a standard of physical fitness. Health can be relative to you. Find what works for you. Love to cook? Try new recipes. Like the outdoors? Go for a hike. Animal lover? Take your pup for a walk. Whatever your healthy is, go find it and know that we are here to help!

Look for more details on the launching of our well-being program at the start of the year. We hope you join us on our path to well-being!

Sincerely,

<insert signature>

CEO/President