

Sample Cover Letter from CEO



[Company logo]

Sample - Worksite Wellness Program Announcement from CEO

Subject: Worksite Wellness Program Announcement

Dear [Company] Employees,

There is a lot of 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 [a comprehensive Worksite Wellness Program], open to all [Company] employees that includes [nutrition education, fitness activities, weight loss groups, and intervention programs,] to help with [smoking cessation and stress reduction].

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 our new 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,

[Wellness Lead or CEO]

[Company]'s Wellness Program Committee

Name Email
Name Email
Name Email
Name Email