

TEMPLATE LETTER

Your Organization's TOP Leadership to second line leadership

Encouragement to participate in Worksite Wellness

As leaders within our organization, we have a fantastic opportunity to not only influence the work performed within our organization, but we also have a chance to assist in making changes to the individuals that work with us daily. We invest in them in many ways already, but to encourage healthier lifestyles will directly and indirectly improve the wellness culture for all employees.

We would like to support all of our leadership and employees to participate in worksite wellness, and to remove barriers from participating for all employees.

The Wellness Toolkit has been created by the Personnel Cabinet to assist all organizations on how to get started, and how to engage in worksite wellness. Along with the toolkit, the Regional Well-Being Coordinators (RWC) group, who are located throughout the state will assist you. There is a section specifically within the toolkit about the RWCs, what they can do for you, and how to get in touch with them.

Again, we need to be the models and examples for our employees, so I strongly encourage participation in worksite wellness, including the creation of a wellness committee, and activities planned to engage our employees.

Thank you,

Xxxxxxxxxxx (Leader Name)