

**Template letter – Branch Manager to Direct Reports – Reminder to Complete the LivingWell Promise:**

Completing your LivingWell Promise helps you learn about your current health so you can be empowered to make or maintain healthy lifestyle changes.

To complete your LivingWell Promise, all you have to do is take the Castlight Health Assessment at [mycastlight.com/mybenefits](https://mycastlight.com/mybenefits) or download the Castlight app. The health assessment takes about -15 minutes to complete and gives you a comprehensive picture of your current health and lifestyle habits.

Completing the LivingWell Promise by July 1, 2024, earns Kentucky Employees' Health Plan (KEHP) members up to \$480 in premium discounts in 2025.

**Template letter – Branch Manager to Direct Reports – Encourage Participation in Wellness Events:**

It's important that we take care of ourselves so we can experience a good quality of life at work and at home.

The Kentucky Employees' Health Plan is hosting workplace wellness events and activities to promote a healthy workforce. I want to strongly encourage you to participate in these events and activities to take small steps towards a healthier lifestyle. To learn more about these events and activities, [{insert where/how to go for this information}](#).

I hope you will take advantage of these events and activities so that you can experience improved health. You can help promote and inspire a commitment to health and well-being by encouraging your coworkers to learn more about their health.

Together, we can create a healthier Kentucky!