

Employee Benefits Clarification for Wellness Programs

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Clarification on Wellness Program Benefits

Dear [Employee Name],

I hope this message finds you well. I am writing to clarify the details regarding the wellness programs available to our employees. As part of our commitment to promoting a healthy work environment, we offer various benefits designed to support your well-being.

Wellness Program Benefits

- **Fitness Reimbursement:** Up to [Amount] for gym memberships or fitness classes.
- **Health Screenings:** Annual health assessments at no cost.
- **Mental Health Support:** Access to counseling services.
- **Work-Life Balance Initiatives:** Flexible scheduling and remote work options.

If you have any questions or need further clarification on any specific program, please do not hesitate to reach out.

Thank you for your attention to this matter, and for your ongoing commitment to your health and wellbeing.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]