

Employee Wellness Program Progress Update

Date: [Insert Date]

To: [Employee Name]

From: [Your Name/Department]

Subject: Progress Update on Your Participation in the Employee Wellness Program

Dear [Employee Name],

We are pleased to share an update regarding your participation in our Employee Wellness Program.

Your Participation Overview

Since you enrolled in the program on [Enrollment Date], you have:

- Attended [Number] wellness workshops.
- Participated in [Number] fitness classes.
- Utilized [Number] health consultations.

Achievements

You have made significant strides in improving your wellness, including:

- Improved [Specific Health Metric, e.g., "fitness level"] by [Percentage/Unit].
- Increased participation in physical activities.
- Engaged in [any other relevant achievements].

Next Steps

As you continue on your wellness journey, we encourage you to:

- Set new wellness goals for the upcoming month.
- Participate in our next scheduled [workshop/class] on [Date].
- Provide us with feedback on your experience to help us improve the program.

Thank you for your commitment to enhancing your wellbeing and contributing to a healthier workplace.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]