

# Staff Health Program Participation Guidelines

Dear [Staff Member's Name],

We are excited to announce the launch of our Staff Health Program aimed at promoting wellness and healthy living among our team members. Your participation is essential for the success of this initiative. Please take a moment to review our participation guidelines outlined below:

## Participation Guidelines

1. **Eligibility:** All staff members are eligible to participate.
2. **Registration:** Interested staff must sign up by [Registration Deadline].
3. **Program Activities:** Participants are encouraged to engage in at least [Minimum Activity Requirement] activities each month.
4. **Tracking Progress:** Participants should maintain a log of their activities and submit it to [Program Coordinator's Name] by the end of each month.
5. **Health Resources:** Access to resources such as fitness classes, nutrition workshops, and wellness seminars will be provided.
6. **Incentives:** Participants will have the opportunity to earn rewards for consistent participation and achievements.

We encourage you to take advantage of this program to enhance your well-being and foster a supportive community within our workplace. Should you have any questions, please feel free to reach out to [Contact Information].

Thank you for your commitment to a healthier workplace!

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]