

# Guidelines for Participation in the Wellness Program

Dear Team,

We are excited to invite you to participate in our Wellness Program aimed at promoting health and well-being among all employees. Please review the following guidelines to ensure a positive and productive experience:

## Participation Requirements

- All employees are encouraged to join, regardless of fitness levels.
- Participants must complete a registration form prior to the program start date.
- Attendance at introductory sessions is mandatory.

## Program Schedule

The Wellness Program will commence on **[start date]** and will run for a duration of **[duration]**. Sessions will be held every **[day of the week]** at **[time]**.

## Confidentiality

All health information shared during the program will be kept confidential in accordance with applicable laws and regulations.

## Contact Information

If you have any questions or need further information, please contact **[Contact Name]** at **[Contact Email]** or **[Contact Phone]**.

We look forward to your enthusiastic participation in the Wellness Program!

Best regards,

[Your Name]

[Your Title]

[Your Company]