

Employee Wellness Program Policy Update

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you about updates to our Employee Wellness Program. Our commitment to promoting a healthy and supportive work environment remains a top priority, and we are excited to announce several enhancements to the program.

Key Updates:

- **Expanded Health Resources:** Access to additional mental health resources and workshops.
- **Wellness Challenges:** Monthly wellness challenges with incentives for participation.
- **Flexible Work Hours:** Options to adjust work hours to support work-life balance.

We encourage you to take advantage of these new offerings to enhance your well-being. If you have any questions or feedback, please do not hesitate to reach out to the HR department.

Thank you for being a valued member of our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]