

# Dear Retail Team,

We are excited to introduce our Wellness Program aimed at enhancing your well-being and encouraging a healthy work-life balance. Below are some important guidelines to help you engage effectively:

## Program Overview

- Participate in monthly wellness workshops.
- Join fitness challenges and track your progress.
- Access mental health resources and support groups.

## Engagement Guidelines

1. Attend scheduled wellness events and actively participate.
2. Share your experiences and feedback to help improve the program.
3. Encourage your colleagues to join in and foster a supportive community.

## Incentives

Participation in the wellness program may lead to exciting rewards such as gift cards, extra time off, or recognition in our monthly newsletter.

## Contact Information

If you have questions or need more information, please reach out to the HR department at [hr@example.com](mailto:hr@example.com).

Thank you for your commitment to a healthier workplace!

**Sincerely,**

The Management Team