

Invitation to Participate in Wellness Assessment

Dear [Staff Member's Name],

We are excited to invite you to participate in our upcoming Wellness Assessment designed to enhance the health and well-being of our organizational staff. Your feedback is invaluable in creating a supportive work environment.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please confirm your participation by [RSVP Date]. You can respond to this email or contact [Contact Person's Name] at [Contact Email/Phone Number].

Your well-being is a priority, and we look forward to your valuable insights!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]