

Introduction of New Health Policy

Dear Employees,

We are excited to announce the introduction of our new health policy effective from [Effective Date]. This policy aims to enhance the well-being of our employees and ensure a healthier workplace.

Key Highlights of the New Health Policy:

- Increased access to mental health resources
- Comprehensive health screenings available annually
- Enhanced work-life balance programs
- Wellness initiatives and fitness subsidies

We encourage all employees to familiarize themselves with the full details of the policy, which can be accessed on our internal portal.

If you have any questions, please do not hesitate to reach out to the HR department.

Thank you for your attention to this important initiative.

Sincerely,

[Your Name]

[Your Position]

[Company Name]