

Date _____

Dear _____,



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the State Health Plan

(Name of worksite) has received training on how to use the North Carolina HealthSmart Worksite Wellness Toolkit. This toolkit has resources to help us improve the health of employees at our workplace as well as resources that individuals can use to make healthier lifestyle choices, such as eating healthy, increasing physical activity, quitting the use of tobacco and reducing stress.

The toolkit developed by the NC State Health Plan and the NC Division of Public Health, includes a workbook for establishing a Worksite Wellness Committee and four (4) resource workbooks—*Eat Smart, Move More, Quit Now* and *Manage Stress*. Our goal is to have a committee that represents our unique worksite and establishes an action plan for how we might use the toolkit most effectively.

You are invited to serve on the Worksite Wellness Committee. The committee will meet on *(insert date, time and location)*. Please check with your immediate supervisor to confirm that your participation and responsibility to the Worksite Wellness Committee is approved and will be reflected in your annual work plan. I am available to explain to your supervisor the nature of the committee and general time commitments.

The major responsibilities of the Worksite Wellness Committee would include but would not be limited to: communicating the wellness program to employees at our worksite, advocating for policies that support health, promoting participation in wellness activities, managing the activities and evaluating the impact of the wellness program.

If you cannot serve on the Committee at this time, please notify me as soon as possible.

Sincerely,

(Signature—Supervisor/Manager)