

Sample letter from Employer to Employees re: Wellness

Studies show workplace wellness programs reduce health-care costs, reduce absenteeism and turnover, and improve employee health and well-being. Our company is considering developing a worksite wellness program. We would like to determine employee interest in participation.

Summary of how the program will work

We will work with private workplace wellness program developers and our employees to identify and tailor health-promotion activities that will help to improve your health and well-being. The wellness program developer will meet with our employees to explain the program and answer questions regarding how the program will work. The developer will also address how it will handle your private health information and data to ensure confidentiality

We will expect employees who choose to participate to:

- Complete an annual health-risk assessment (HRA) (on company time). The HRA is a series of questions related to your current health, your health-improvement goals and your motivation to improve. Individual responses to these questions will be strictly confidential and the workplace wellness developer will only provide the information to us in aggregate form;
- Allow for a yearly assessment of biometric factors (on company time). This includes measuring blood pressure, weight and height measurements, blood draw to determine cholesterol, blood sugar and triglyceride levels. Again, individual information will be kept strictly confidential, and the developer will only provide results to us in aggregate form;
- Participate in at least one health-improvement activity of your choice during each year of participation. Examples of activities include: smoking cessation, weight management, diet and nutrition counseling, health coaching, disease management programs, etc. These programs will likely be offered in a variety of formats such as Internet-based, telephone, face-to-face) to suit your preference.

Employee benefits

This program will help employees:

- Better understand and prioritize the health risks that they face;
- Access tools and resources they need to help them reach their health-improvement goals;
- Enjoy better health and quality of life;
- Obtain monetary or material incentives (if so – explain).

Organizational benefits

Healthier employees = happier, more productive employees

Longer retention of aging, knowledgeable employees

Reduced employee absenteeism and turnover

Reduced healthcare costs and workers' compensation costs