WellSpot Letter/Email/Memo Template

Use Your Company’s Letterhead

DATE

Hello Team,

We have exciting news to share about our company/organization. We are proud to announce that we have officially been designated a WellSpot by the Louisiana Department of Health through Well-Ahead Louisiana! This designation shows our commitment to ensuring you have the opportunity to work in a healthy workplace. Being a WellSpot is important to us because we are passionate about the health of our state and doing our part to move Louisiana’s health forward!

As part of our company/organization family, we care deeply about your health and well-being. You spend a good portion of your time here lending us your talent and experience, so we are happy to provide you with a healthy work environment! We also know that healthy employees lead to happy employees, which means you’ll continue to deliver the high-quality service/care for our customers/students/patients/congregation members that they are counting on.

Our company/organization has a responsibility to step up and lead the way toward a healthier Louisiana. Louisiana often lags behind the rest of the nation in health rankings and outcomes. Too often our Louisiana family members and friends suffer from health complications due to tobacco use and chronic illnesses such as obesity, diabetes and heart disease. While we are proud of our unique culture and way of life, our lifestyle choices often lead to serious health challenges. It doesn’t have to be this way! We all have an important role to play in turning this around, including our team here at company/organization.

So, what exactly does this mean for you?

INCLUDE SPECIFIC POLICY INFORMATION TO YOUR COMPANY OR USE THE INFORMATION BELOW AS A TEMPLATE

To earn our WellSpot designation, we have implemented several policies designed to improve the health of our workplace. These policies include:

* Tobacco Free Policy: This policy prohibits the use of all forms of tobacco products on company/organization property, including parking lots and company vehicles.
* Tobacco Cessation Programs within Employee Health Plan: We encourage you to quit using tobacco. Research has shown that most tobacco-users benefit from using counseling, medications and social support to help quit. By including cessation programs in our health plan, you have the tools and support you need to begin your quit journey.
* Breastfeeding Friendly Workplace: We support our company/organization mothers! We provide breastfeeding employees with time and a space to express milk.
* Worksite Wellness Program: Take control of your health! Get started by taking advantage of our worksite wellness program.
* Healthy Vending Machine Snack Choices: We’re adding healthy options to the vending machines to help you snack smarter!
* Healthy Meeting Policy: In addition to healthier snack options, we encourage walking meetings and other innovative ways to get out of our seats and moving throughout the day!

We know adapting to some of these changes and policies can take some getting used to. We encourage you to take full advantage of these policies and use them to your benefit!

As always, thank you for your ongoing commitment to company/organization. Our team is only as successful as each individual member is, so let’s do our part to make healthy choices and lead the way toward a healthier future!

To learn more about Well-Ahead Louisiana and our designation as a WellSpot, visit [www.wellaheadla.com](http://www.wellaheadla.com).

Please contact \_\_\_\_\_\_\_\_\_ for more information on these new company policies.