

Date _____

Dear _____,

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)