

## ABC Corporation Logo

To: All Employees of E Squared Marketing

From: Allison Berry, Director of Operations

Date: April 23, 2024

Re: Wellness Initiative

As the Director of Operations of E Squared Marketing, I invite you join me as a participant in the new Employee Wellness program. E Squared Marketing has long felt that its most valuable resource is its workforce. This program is designed to enhance the health of our people and set an example for our community.

Initially, a health risk appraisal will be presented to every employee and their dependents. Once completed, this confidential information will be reviewed by an outside contractor and a summary of its findings will be mailed to each participant individually. Aggregate results will be presented to our company to assist in planning interventions that will be relevant to the needs of our people.

Additionally, a "Needs and Interests" survey given confidentially to each employee will assist our committee in addressing the "Wants" of our population. I encourage each of you to provide your candid answers to the questions so we may move forward effectively.

Finally, I thank you in advance for your contribution to our company's success and to the preparation process invested into this wellness initiative. I look forward to seeing each of you participate!

With regards,

Allison Berry  
Director of Operations  
E Squared Marketing