

Dear <<<Insert Potential Committee/Workgroup Member Name>>>,

<<<Insert School/Division/Unit Name>>> will be joining 16 other schools and divisions in the Wellness Champion program, Carolina’s new employee wellness initiative. The mission of the Wellness Champions program is to foster a greater culture of health throughout Carolina by engaging and empowering Wellness Champions in every school and division.

As the dedicated Wellness Champion for <<<Insert School/Division/Unit Name>>> my goal is to have a committee that represents our unique worksite and establish an action plan for improving employee wellness over the academic year.

I am inviting you to serve on the Wellness Committee (Committee). The major responsibilities of the Committee include, but are not limited to, planning, marketing and evaluating wellness programs for employees, including advocating for policies that support employee health. Our efforts will be supported by Carolina’s Work/Life & Wellness staff.

If interested, please check with your immediate supervisor to confirm that they approve you dedicating up to four hours of work time a month to participate. You can use the attached email template to start your discussion with them. I welcome any questions you or your supervisor may have to help you better understand the nature of the committee.

If you are not interested or unable in to serve on the Committee this year, please notify me as soon as possible.

Sincerely,

<<<*Insert Signature*>>>