

Week 1 - Email Template

Email Header

From: HR Team

To: Health & Wellness Leader

Subject: Week 1: Wellness Designed for You – Communication Guide

Email Body

Good morning everyone!

This week we're launching Week 1: Wellness Designed for You as part of Canada's Healthy Workplace Month.

The goal this week is simply to become familiar with the wellness supports available to you and spend a few minutes reflecting on your own well-being.

Throughout the week, you'll have access to several resources, including a Wellness Welcome Kit, Wellness Self-Assessment, and our Wellness Resource Hub.

Participation is completely voluntary, but I encourage everyone to spend 15–20 minutes exploring the resources. Small steps can make a big difference.

Your leadership and support are key to encouraging participation and fostering a culture of well-being.

If you have any questions or need anything as you prepare for this week, please don't hesitate to reach out.

Thank you for all you do!

Week 2 - Email Template

From: HR Team

To: Health & Wellness Leader

Subject: Week 2: Building Sustainable Habits – Communication Guide

Email Body

Good morning everyone!

This week's focus is Building Sustainable Habits.

Wellness isn't about making huge changes overnight—it's about creating small habits that are realistic and sustainable.

Throughout this week, you'll have access to several tools to help you set goals, track your progress, and learn simple wellness strategies that can easily fit into your daily routine.

Your leadership and support are key to encouraging participation and fostering a culture of wellbeing.

If you have any questions or need anything as you prepare for this week, please don't hesitate to reach out.

Thank you for all you do!

Week 3 - Email Template

Email Header

From: HR Team

To: Health & Wellness Leader

Subject: Week 3: Your Toolbox for Thriving – Communication Guide

Email Body

Good morning everyone!

This week's focus is Your Toolbox for Thriving.

Wellness looks different for everyone, and having the right tools can help us manage challenges, prevent burnout, and support our overall wellbeing.

Throughout this week, you'll have access to practical resources such as the Burnout Prevention Toolkit, Emotional Check-In Cards, Peer Support Guide, and more—designed to help you build resilience and thrive.

Your leadership and support are key to encouraging participation and fostering a culture of wellbeing.

If you have any questions or need anything as you prepare for this week, please don't hesitate to reach out.

Thank you for all you do!

Week 4 - Email Template

Email Header

From: HR Team

To: Health & Wellness Leader

Subject: Week 4: Owning Your Wellness Roadmap – Communication Guide

Email Body

Good morning everyone!

This week's focus is Owning Your Wellness Roadmap.

Wellness is a personal journey, and having a plan can help us stay motivated, overcome obstacles, and celebrate progress along the way.

Throughout this week, you'll have access to resources that encourage reflection, goal setting, and creating a personalized wellness roadmap that supports a balanced and fulfilling life.

Your leadership and support are key to encouraging participation and fostering a culture of wellbeing.

If you have any questions or need anything as you prepare for this week, please don't hesitate to reach out.

Thank you for all you do!