**TO**: All Members

**FROM:** [ORGANIZATION WELLNESS COMMITTEE]

**SUBJECT:** Our Commitment to a Healthy Organization

We value the health of each person here and want to provide an environment in which you can thrive. We are committed to fostering a culture of health in our organization where healthy choices are the easiest choices. In the coming [WEEKS/MONTHS], we’ll be offering healthier food options available in our [VENDING, MEETINGS, CAFETERIA, SNACK CARTS, MICRO MARKETS].

Making healthy changes where many adults spend much of their day is an important way to help people be healthier. It also helps cultivate social norms that foster healthier choices and behaviors. A 2010 study showed that improving the types of foods and beverages served and sold in the workplace positively affected employees’ eating behaviors and resulted in net weight loss.

With the help of our friends at the [LOCAL HEALTH DEPARTMENT], we’ve committed to several ambitious goals, including:

• Reducing and ultimately eliminating sugar-sweetened beverages, candy, and other non-nutritious foods, while increasing access to water.

• Reducing sodium, added sugars, saturated fat, and trans fat in the food and beverages provided.

• Providing more fruits, vegetables, and whole grains.

• Providing reasonable portion sizes.

• Identifying and using food vendors who offer healthier options.

Making these changes will take time and cooperation. Our aim is not to restrict personal choices, but to simply create a healthier environment that will benefit us all. We value your support and feedback during this transition process. To increase your understanding of these changes, we will continue sharing additional information in the upcoming weeks.

Sincerely,