-SAMPLE **EMPLOYEE** COMMUNICATION TO ANNOUNCE GOAL! –

In an effort to promote healthy lifestyles, we are excited to announce participation in a new activity based challenge, GOAL. The challenge incorporates various aspects of wellbeing, including: physical activity, nutrition, emotional health and stress management. We encourage you to participate in this challenge throughout the month to become better engaged in your own wellbeing! Details are outlined below:

* Request your GOAL! scorecard from (name of person in HR) or by printing directly from the communication email. A sample form is illustrated below.
* GOAL! will run from (enter dates) (4 weeks)
* You will earn one point for each activity with a maximum of five points per week. You may complete more than one activity per day.
* At the end of each week, please complete the bottom portion of the scorecard with your name and number of points earned and submit to (name of person in HR). All points must be reported by Friday afternoon at 4:00 pm.

Good luck in reaching your GOAL and encourage your co-workers to do the same!