

Subject: [AGENCY] to Implement a New Physical Activity Policy

Committed to promoting physical activity among our employees, clients, and visitors, [AGENCY NAME] is proud to join the state's efforts to support a healthier S.C. by implementing a new physical activity policy, effective [INSERT DATE].

To help create a healthier workplace environment, [AGENCY NAME] is encouraging supervisors to support all staff who wish to utilize their break and lunch periods for physical activity. We recognize that being active for 30 minutes or more on most days of the week can help employees lead healthier and more productive lives. Through this policy, we hope to promote a more active [AGENCY NAME], providing our employees with greater opportunities to participate in physical activities.

Your support and feedback are important to the success of this initiative and we encouraged you to direct any questions or concerns you may have to [CONTACT PERSON AND EMAIL].