

[Date]

Dear [Employee Name],

Welcome to [Company Name]! We are excited to have you join our team. As part of our commitment to your health and professional success, we are pleased to introduce your comprehensive benefits package and our Hybrid Wellness Program.

Health and Financial Benefits

Your core benefits include medical, dental, and vision insurance, as well as our retirement savings plan. Detailed enrollment instructions and plan summaries are attached to this letter. Please ensure you complete your selections by [Deadline Date].

Hybrid Wellness Program

Because we support a flexible work environment, our wellness initiatives are designed to follow you whether you are in the office or working remotely. Your benefits include:

- **Digital Health Platform:** Access to virtual fitness classes, meditation apps, and mental health counseling.
- **Home Office Stipend:** A one-time credit of [Amount] to enhance your remote workspace ergonomics.
- **In-Office Perks:** Healthy snacks, standing desks, and organized team-building activities on collaboration days.
- **Flexible Rejuvenation:** We encourage "no-meeting" hours on [Day of Week] to help manage screen fatigue.

Next Steps

To get started, please log in to our benefits portal at [Link/URL]. You will also receive an invitation to our Wellness App, where you can join our upcoming [Month] step challenge.

If you have any questions regarding your coverage or our wellness culture, please contact the HR department at [Email Address].

Welcome aboard, and we look forward to supporting your well-being!

Best regards,

[Sender Name]

[Title]

[Company Name]