

Sample memo to managers clarifying your responsibility to maintain a healthy workplace environment

Dear Managers:

Part of your responsibility as a manager includes maintaining a healthy workplace and helping employees manage stress and tension.

To help you achieve those goals the company has contracted a firm that specializes in delivering a variety of programs for both managers and employees. The programs range from leadership training for managers to teaching employees how to defuse tension in the workplace. You will find a brief description of these programs on the company intranet (and in a brochure that will be available very soon).

Please make sure that you take advantage of these programs. Please also help select programs that can and will be implemented in your department. We need to do more than sit in a training session. We must walk the talk. Our company's economic health is built on our workplace health. I believe that the programs we have made available will help us create a strong culture of workplace wellness.

Sincerely,

President and CEO