Hello [insert name of division, department, or team],

As part of our department’s well-being initiative this year, we have chosen to administer Washu’s Workplace Wellness Scan provided by HR Well-being. This is an anonymous survey that will allow our department to identify well-being needs. As your department’s Wellness Champion, I will be working with HR Well-being to implement initiatives that work best for our team.

Please take a few moments to complete this survey: <https://wustl.az1.qualtrics.com/jfe/form/SV_3P0Tay97XgHsegu>

You will have 2 weeks to take this survey. Your participation is needed to best ensure our team’s well-being needs are met.

Please reach out to me if you have any questions regarding the survey.

Thank you for your participation,

[Your name]