To: All Staff

From: [Your Name], [Your Position]

Date: October 13, 2023

Subject: Initiative for Healthier Working: Introduction of Standing Desks!

Dear Team,

We are excited to announce a significant upgrade to our workspaces aimed at promoting the health and well-being of all our employees. After careful consideration and feedback from several departments, we are introducing standing desks! This change is in line with our commitment to providing a work environment that not only fosters productivity and innovation but also supports a healthy lifestyle.

\*\*Why Standing Desks?\*\*

Research has repeatedly highlighted the health risks associated with prolonged sitting, including its impact on metabolism, posture, and overall physical well-being. Conversely, the use of standing desks has been shown to:

1. Reduce back and neck pain,

2. Improve mood and energy levels,

3. Enhance productivity,

4. Lower risks associated with blood sugar levels and potential weight gain, and

5. Contribute to a longer life expectancy by reducing sedentary time.

\*\*The Roll-Out Plan:\*\*

- \*\*Pilot Phase\*\*: Starting [date], we will initiate a pilot phase in select areas. This phase is crucial for addressing potential hiccups and ensuring the final roll-out is smooth.

- \*\*Full Implementation\*\*: Based on feedback and observations from the pilot phase, all workstations will be equipped with standing desks by [date].

\*\*Adjustable for Comfort:\*\*

Understanding that comfort in the workplace is not one-size-fits-all, these standing desks are easily adjustable, allowing each employee to shift between sitting and standing positions with ease. This flexibility ensures everyone can find their comfort zone while staying active.

\*\*Training and Best Practices:\*\*

To help everyone adjust to this new setup:

- We will provide training sessions on ergonomic practices, demonstrating how to get the most benefit from your standing desk.

- Quick reference guides will be made available, highlighting key postures and practices to maximize comfort and productivity.

- Specialists will be available the week of launch for on-site evaluations to ensure everyone’s setup is ergonomically suited to them.

\*\*Feedback Is Vital:\*\*

Your feedback is crucial every step of the way. After the pilot phase, participants will be asked to complete a survey to share their experiences, which will inform any necessary changes before the full roll-out. Even after full implementation, we want to hear from you! Continuous feedback will be vital in making ongoing improvements.

\*\*Questions or Immediate Needs?\*\*

Should you have a medical condition that necessitates early transition to a standing desk, or if you have questions or concerns, please don’t hesitate to reach out to HR or your department head. We want to ensure this transition is seamless and beneficial for everyone involved.

We are thrilled about the positive changes this initiative will bring to our daily work life. Thank you for your ongoing commitment to excellence and your adaptability as we continue to improve our work environment.

Here’s to a healthier, more dynamic workspace for all of us!

Warm regards,

[Your Name]

[Your Position]