To: All Staff

From: [Your Name], [Your Position]

Date: October 13, 2023

Subject: Kitchen Update: Switching to Healthier Snack Options!

Dear Team,

I hope this message finds you all well. Today, I'm excited to share some news that's a bit different from our usual updates but is equally important — we're revamping our kitchen snacks! Starting [effective date], we will transition to providing healthier snack options in all our office kitchens.

\*\*Why the Change?\*\*

We believe that the well-being of our staff is paramount. What we consume affects not only our physical health but also our energy levels, moods, and overall productivity. In alignment with our commitment to promoting a healthy work-life balance and workplace wellness, we've decided to make a change in the snacks we offer.

\*\*New Menu Highlights:\*\*

Here's a sneak peek into some of the nutritious (and delicious!) snacks you can expect:

1. \*\*Nuts and Seeds\*\*: A mix of almonds, walnuts, sunflower seeds, and more, providing a perfect blend of healthy fats, protein, and fiber.

2. \*\*Fresh Fruits & Vegetables\*\*: Seasonal fruits and vegetable platters to keep you refreshed and vitamin-fueled.

3. \*\*Yogurt & Granola\*\*: Low-fat yogurt paired with high-fiber granola for a gut-healthy, filling snack.

4. \*\*Whole Grain Options\*\*: Assorted whole-grain crackers and bars, free from high fructose corn syrup and artificial additives.

5. \*\*Healthy Hydration\*\*: Infused water, natural coconut water, and green teas to keep you hydrated and energized.

\*\*Special Dietary Requirements:\*\*

We understand that some of you may have allergies, dietary restrictions, or preferences. Please reach out to [Contact Person/HR] by [specified date] if you have specific requirements or concerns, and we will do our best to accommodate them.

\*\*Feedback and Suggestions:\*\*

This change is for you, so your input matters! After the new snack options have been available for a couple of weeks, we’ll send out a short survey to gather your feedback. Please don’t hesitate to let us know what you’re enjoying or if there's something specific you'd like to see in our snack lineup. Your suggestions for suppliers known for sustainable and responsible sourcing are also welcome!

\*\*Wellness Beyond the Kitchen:\*\*

Stay tuned for more health and wellness initiatives in the coming months! We're exploring options like wellness workshops, group fitness classes, and mental health resources. If you have ideas or preferences for these programs, please share them with [Contact Person/HR].

A healthier workplace environment starts with each one of us making mindful choices. We hope this small step helps contribute to a more energetic, productive, and happy you!

Here's to our health, well-being, and success!

Best regards,

[Your Name]

[Your Position]