December 2023 Employee Email Draft

Dear XXXX team,

As we wrap up 2023, I hope you're enjoying the holiday season. This time of year can bring up many emotions, both energizing and depleting ones. That's normal! During this busy season, here’s something to keep in mind: practicing gratitude is proven to boost our mood and health.

On December 7th at 10 a.m. you are invited to attend a webinar on the Science & Practical Application of Gratitude. Register through [the Gratitude Webinar Registration Link](https://attendee.gotowebinar.com/register/1770355992736756061). [Optional: if you participate in this webinar live, you will receive a certificate of completion. Email the certificate to me for XXXX incentive – example go into a drawing for a prize, lunch with the director, or time off award].

For a daily dose of gratitude, join our 5-day Gratitude Challenge on Zoom, December 11-17, 9-9:15 a.m. [Register to participate](https://hrd-txdot-gov.zoomgov.com/meeting/register/vJItf-mprDMrG4Z6MhPudSgLVN4JyAElfxQ) and receive email reminders.

I'm thankful for [List 3 things]. What about you? Share your gratitude!

Check out more wellness events this month in the attached flyer [Attach Flyer].

Cheers to a healthy and grateful season!

Best,

Your Wellness Coordinator, Champion, Leader