

Employee Wellness Program Proposal

Date:

Enter date

Prepared by:

Enter name or department

1. Executive Summary

Summary

Enter a brief overview of the proposal

2. Objectives

Program Objectives

List main goals, e.g., improve employee health, increase productivity, etc.

3. Program Components

Wellness Program Components

Describe key activities or initiatives (e.g., workshops, fitness classes)

4. Timeline

Phase	Activity	Expected Date
e.g., Phase 1	Activity	Date
Phase	Activity	Date

5. Roles and Responsibilities

Key Roles

Specify who will manage and run the program

6. Budget

Item	Estimated Cost
e.g., Workshop Facilitator	Amount
Item	Amount

7. Expected Outcomes & Measurement

Expected Outcomes

Describe desired outcomes and how they will be measured

8. Approval

Name	Approver name
Signature	Signature
Date	Date