

To: All Department Personnel

Subject: New Employee Program

I am excited to announce a new program available to you. The Fireproof Wellness Mobile App is now available to all personnel and their families. This is a private and confidential resource made available to you 24/7. It is accessible in the palm of your hand and is specifically designed to help meet the unique health and wellness needs of you, your co-workers and their families. You will find this to include comprehensive information, resources and referrals to help you take the next step in optimizing your personal wellness.

The app can be download by visiting your app store on any device and searching for “Fireproof 100 Club.” You **are or are not** permitted to do this on any department device as well as any of your own.

Once the app is downloaded, you will need a code to access the information. This code is not specific to any one person, as your individual privacy remains confidential and protected. The code you will need to gain access is: **(insert your agency code here)**.

If you have any problems with the mobile app or have any questions, please reach out to our Fireproof Agency Administrator, **(insert your agency administrator’s name and contact information here)**.

I hope you will take time to look at this resource and take full advantage of what this program has to offer each of you.

Please let me know if you have any questions.

Sincerely,

Agency Name Fireproof Agency Administrator