

# Memo



To: All Pro Vita Employees

From: Victoria Atkinson

Re: ***Email Addresses***

---

Hi All –

Every year Pro Vita conducts an Employee Engagement Survey where we get feedback from staff on what is working well and where we can improve. One of the things that always comes is up is that you would like more communication from Head Office.

As a result of this feedback, we would like to request that all employees provide Pro Vita with their personal email address, so that we can email you directly with important communications, upcoming Pro Vita events, contests, and new program roll outs.

There is a release form that you will need to fill out which can be found with your Administrative Assistant or Manager. Once this release is filled out and signed we will start communications monthly.

Sincerely,

Victoria Atkinson  
HR Manager