

# *Registration Notice*

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**To:** [program participant]  
**From:** [name of coordinator], Worksite Wellness Coordinator  
**CC:** [participant's director and/or supervisor]  
**Date:** [date]  
**Re:** Registration letter for TARGETING FITNESS

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I am pleased to notify you of your completion of all the required steps for registration in the [sponsoring agency] Fitness Program, TARGETING FITNESS. This letter, which is also being forwarded to your director and supervisor, is intended to serve as the official notification for the completion of registration. You are now cleared to begin participation in the program.

You are reminded of your obligation to submit your monthly training logs to the Worksite Wellness Coordinator for the duration of your six-month program. A copy of this form is in your Participant Guide. Please make copies for continued use. Remember to have your supervisor sign the training log before it is returned to me each month. Your consistent physical activity and a cooperative spirit between you, your supervisor and your director are paramount to your success in this program.

You are also reminded to exercise sound judgement and good common sense when it comes to exercising safely. We are frequently reminded that people are our most important asset. Remember that we are the [sponsoring agency or participant's health promotion group]! Please be safe, have fun, and be healthy! I am looking forward to seeing you in the gym and on the road!

If you have any further question regarding the TARGETING FITNESS program, please contact [coordinator] at [phone and/or email].