

Sample Outreach Letter to Employees

(Examples of use: insert it into an employee handbook, send an email to all employees or create an information packet for pregnant women going on maternity leave)

An Investment in the Health of Employees, Their Families and Future Students

Insert Name of Employer is committed to supporting employees who continue breastfeeding their infants after returning to work . Insert Name of Employer recognizes that breastfeeding is associated with health benefits for both mother and baby, and supports optimal infant nutrition and growth and development during the first year of life and beyond. With this in mind, Insert Name of Employer is working on implementing components of a Breastfeeding Friendly Worksite Program. Support and reasonable break time will be provided to employees needing to express milk for breastfeeding for at least one year after the child's birth. Currently, private space for pumping has been identified at Insert Location of pumping room. This room can be signed out ahead of time via Outlook Calendar. If employees prefer, they may also pump milk for breastfeeding in their own private offices, or in other comfortable location agreed upon in consultation with their supervisor. (Insert Name of Employer recognizes that a bathroom is not an appropriate private space for pumping.) Please contact _____ with your questions.