(Place on your letterhead)

Dear (insert name),

This letter of agreement outlines how the breastfeeding-friendly worksite efforts provided by the County of (insert name) Health and Human Services Agency (HHSA) Nutrition Education and Obesity Prevention (NEOP) *Worksite Program* complement the breastfeeding promotion and support provided by the Supplemental Nutrition Program for Women, Infants, and Children (WIC) in the County of (insert name).

The *Worksite Program* is a public health initiative funded by the United States Department of Agriculture, administered by the California Department of Public Health, and implemented by HHSA and its contractor, (insert name). In response to the needs of California’s workforce, the *Worksite Program* developed the [California Fit Business Kit](http://www.cdph.ca.gov/programs/cpns/Pages/WorksiteFitBusinessKit.aspx) to help employers develop and implement a workplace culture and environment that supports healthy eating and physical activity among employees.

A section of the [California Fit Business Kit](http://www.cdph.ca.gov/programs/cpns/Pages/WorksiteFitBusinessKit.aspx) focuses on creating breastfeeding-friendly worksites. Some of the supports include:

1. Providing technical assistance to established wellness committees.
2. Reviewing the California Lactation Accommodation Law with employers.
3. Assisting employers to create a program that supports new moms.
4. Providing educational resources for employers about breastfeeding programs.
5. Assessing the implementation of the programs and suggesting changes as needed to increase their effectiveness.

The *Worksite* *Program* complements the (insert name) WIC agencies’ efforts because our WIC agencies do not regularly provide direct support to employers on breastfeeding-friendly policies and practices. Furthermore, the *Worksite Program* helps (insert name) WIC sites achieve broader success by engaging worksites that employ women served by (insert name) WIC. By helping employers establish breastfeeding-friendly worksites, the *Worksite Program* magnifies the impact (insert name) WIC programs have on healthy nutritional outcomes for infants. Our agency will coordinate all activities regarding breastfeeding in the workplace with HHSA to ensure maximum impact for our community.

We look forward to our continued support for the HHSA’s *Worksite Program* to help achieve our shared goal of making (insert county name) a healthy, safe, and thriving community.

Sincerely,

[insert name, title, and agency]