Dear name of trust chief executive

**UNISON’s One Team Day – celebrating NHS operational services support staff**

I am writing to you about UNISON’s One Team Day which celebrates the vital role of operational services support staff to deliver patient care in the NHS. One Team Day takes place this year on **Wednesday 15 November**.

We would like you to join NHS workplaces across the UK to celebrate the valuable work of cleaners, porters, laundry staff, catering staff, administrative staff, security guards and more.

When people think of the NHS they often think of doctors, nurses and paramedics, so the work of operational services staff often goes unrecognised. Yet, as you know, without them hospitals could not function.

These staff are playing a vital role in tackling NHS waiting lists, and whether working directly or indirectly with patients, they are essential to providing quality patient care.

Please join us in celebrating the positive role of the whole healthcare team in caring for patients.

Across the UK, NHS workplaces are planning events to recognise the contribution of these staff and we would love you to join in.

* Some workplaces are asking colleagues to nominate a member of staff for a special award;
* Some are asking their local MP to send a message of support and asking local press to help mark the day
* Others are featuring operational services support staff in the staff magazine to highlight their role.
* [add in suggestions of your own]

It would be fantastic if [workplace name] could support the day in any way that you can.

If you would like any further information on One Team Day, or would like our support in helping to celebrate the day at [workplace name], please contact xxxxxx or visit **unison.org.uk/oneteam**.

Yours sincerely

Name
UNISON branch