

Dear Team,

As we continue to navigate the challenges of remote work, it is important that we prioritize our mental health and well-being. Below are some resources available to support you.

Mental Health Resources

- **Employee Assistance Program (EAP):** Confidential counseling services available 24/7.
- **Mental Health Hotline:** Call 1-800-123-4567 for immediate support.
- **Online Workshops:** Weekly sessions on stress management and mindfulness. Check the calendar for dates.
- **Virtual Support Groups:** Join our peer support sessions every Thursday at 3 PM.

Self-Care Tips

Remember to take time for yourself. Here are a few quick tips:

- Establish a daily routine.
- Schedule breaks and take walks.
- Stay connected with colleagues through virtual coffee breaks.
- Engage in hobbies and activities you enjoy.

If you need additional support or have questions, please reach out to your manager or HR.

Take care of yourselves.

Best regards,
Your Management Team