

Engagement Letter for Workplace Mental Health Training

Date: [Insert Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm our engagement to provide workplace mental health training for [Company Name]. This training aims to enhance employees' understanding of mental health issues and provide them with practical tools to promote a mentally healthy workplace.

Training Objectives:

- Increase awareness of mental health challenges.
- Foster a supportive work environment.
- Provide strategies for managing stress and anxiety.

Proposed Schedule:

We propose to conduct the training sessions on the following dates:

- [Date 1] - [Time]
- [Date 2] - [Time]

Logistics:

Each session will be [Duration] long and can accommodate up to [Number] participants. We will provide all necessary materials and resources.

Investment:

The total investment for the training is [Amount], which includes all materials and follow-up resources.

We look forward to working with [Company Name] to foster a culture of mental health awareness and support. Please confirm your acceptance of this engagement by signing below and returning a copy to us.

Thank you for the opportunity to contribute to your organization's well-being.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

Acceptance:

I, [Recipient's Name], hereby accept the terms outlined in this engagement letter.

Signature: _____

Date: _____