

Staff Healthcare Resource Availability Update

Date: [Insert Date]

Dear Team,

We would like to provide you with an important update regarding the availability of healthcare resources for our staff.

Current Healthcare Resource Status:

- On-site Medical Assistance: Available
- Mental Health Support: Telehealth appointments available
- COVID-19 Testing: Walk-in testing available on weekdays
- Wellness Programs: [List specific programs available]

Upcoming Changes:

Starting [Insert Date], the following changes will take effect:

- Extended hours for on-site medical assistance
- Additional mental health workshops scheduled for [Insert Dates]

We encourage all staff to take advantage of these resources to ensure your health and wellbeing.

If you have any questions or require further assistance, please do not hesitate to reach out to the HR department at [Insert Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]