

Notification of Additional Mental Health Training

Date: [Insert Date]

To: [Insert Staff Name or Department]

From: [Insert Your Name or Department]

Subject: Need for Extra Mental Health Training

Dear [Staff Name/Team],

As part of our ongoing commitment to ensuring a supportive and healthy workplace, it has come to our attention that additional mental health training is necessary for our staff. This initiative is crucial in equipping our team with the skills and knowledge to better support each other and our clients in challenging situations.

We have identified several areas where further training is essential, including:

- Recognizing signs of distress in colleagues and clients
- Effective communication strategies for mental health support
- Understanding the resources available for mental health issues

The training sessions will be scheduled as follows:

- Date: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Location]

Your participation is highly encouraged, and we believe that this training will empower you to foster a more inclusive and supportive work environment.

Please confirm your availability by [Insert Date]. If you have any questions or require further information, do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]