

Mental Wellbeing Assessment Procedures

Date: [Insert Date]

Dear [Recipient's Name],

We are committed to ensuring the mental wellbeing of all our participants. This letter outlines the procedures for our mental wellbeing assessment, which aims to identify and support individual needs effectively.

Assessment Overview

The mental wellbeing assessment includes the following steps:

1. **Initial Screening:** A brief questionnaire to assess overall wellbeing.
2. **Individual Interviews:** One-on-one discussions to explore concerns in depth.
3. **Follow-up Evaluation:** Regular check-ins to monitor progress and make necessary adjustments.

Confidentiality and Support

Please rest assured that all assessments will be conducted in a confidential manner. Support resources will be available throughout the process.

If you have any questions or need further clarification, do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]