

Employee Guidance During Crisis

Dear [Employee's Name],

In light of the recent events regarding [brief description of the crisis], we want to ensure that you have the support and resources you need during this challenging time.

Key Guidance:

- **Stay Informed:** Please regularly check your email and company intranet for updates.
- **Reach Out:** If you have questions or need assistance, do not hesitate to contact your supervisor or HR.
- **Utilize Resources:** Our Employee Assistance Program (EAP) is available for mental health support and counseling services.
- **Take Care of Yourself:** Prioritize your well-being during this time. Consider taking regular breaks and practicing self-care.

We understand this may be a difficult period, and we are here to support you. Please prioritize your health and safety.

Thank you for your dedication and resilience.

Sincerely,

[Your Name]

[Your Position]

[Company Name]