

Letter of Understanding

Date: [Insert Date]

To: [Colleague's Name]

From: [Your Name]

Subject: Letter of Understanding and Support

Dear [Colleague's Name],

I hope this message finds you well. I wanted to take a moment to reach out and express my understanding and support regarding the challenges you are currently facing with substance use.

It's important for you to know that you are not alone in this situation, and I want to assure you that I am here to support you in any way you need. I appreciate the courage it takes to confront these issues and seek help.

Our work environment is one of collaboration and understanding, and I encourage you to take advantage of any resources available to you, whether it's professional help or simply someone to talk to. Your well-being is paramount, and I genuinely care about your health and success.

If you ever need to discuss this further, whether personally or professionally, please feel free to reach out. You have my full support.

Take care of yourself,

[Your Name]

[Your Job Title]

[Your Contact Information]