

Dear Team,

As we navigate through this period of organizational change, we want to reassure you that support resources are available to assist you during this transition.

Available Resources:

- **Employee Assistance Program (EAP):** Confidential counseling and support services.
- **Training Workshops:** Skills development sessions to help you adapt to new roles.
- **One-on-One Coaching:** Personalized support from management to address individual concerns.
- **Open Forums:** Regular meetings to discuss challenges and share experiences.

We encourage you to reach out to these resources and utilize them as needed. Remember, change can be challenging, but together we can navigate this journey.

Thank you for your continued dedication and support.

Sincerely,

Your Management Team