

Financial Support Resources for Employees

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Your Position]

Subject: Financial Support Resources Available to You

Dear [Employee's Name],

We understand that financial challenges can arise from time to time, and we want to ensure that you are aware of the resources available to support you during these times.

Available Financial Support:

- **Employee Assistance Program (EAP):** Provides confidential counseling and support services.
- **Flexible Spending Accounts (FSA):** Allows you to set aside pre-tax dollars for medical expenses.
- **Short-term Disability Insurance:** Offers income replacement if you are unable to work due to a medical condition.
- **Emergency Financial Assistance Fund:** Available for unforeseen financial emergencies.

For more detailed information on each of these resources, please feel free to reach out to the HR department or refer to the employee handbook.

We are here to support you and encourage you to take advantage of these resources.

Sincerely,

[Your Name]

[Your Position]