

Employee Assistance Program (EAP) Overview

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Overview of Employee Assistance Program

Dear [Employee's Name],

We are pleased to inform you about our Employee Assistance Program (EAP), designed to support the well-being of our employees and their families.

Program Overview

The EAP offers confidential counseling and support services to help you manage personal, family, and work-related challenges. Our goal is to promote a healthy work-life balance and enhance your overall well-being.

Services Offered

- Confidential counseling sessions
- Financial advice and planning
- Legal assistance
- Work-life balance resources

How to Access the Program

To access the EAP services, please contact [EAP Provider's Name] at [EAP Contact Information]. All services are confidential and available 24/7.

Conclusion

We encourage you to take advantage of this valuable resource. Your well-being is important to us, and we are here to support you.

Best regards,

[Your Name]
[Your Position]
[Company Name]