

# **Work-Life Balance Support Resources**

Dear [Employee's Name],

We understand the importance of maintaining a healthy work-life balance. To support you, we have compiled several resources that may be beneficial:

## **Flexible Work Arrangements**

We offer options for flexible hours and remote work. Please contact HR for more information.

## **Mental Health Resources**

Access our Employee Assistance Program (EAP) for counseling services available 24/7.

## **Wellness Programs**

Join our wellness programs that include fitness classes, meditation sessions, and workshops.

## **Time-Off Policies**

Understand your leave options, including paid time off and personal days.

Please feel free to reach out if you have any questions or need further assistance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]