

# Dear Employees,

At [Company Name], we care about your mental health and well-being. We understand that everyone experiences challenges, and we want to ensure you have access to the resources you need.

## Mental Health Counseling Options

- **Employee Assistance Program (EAP):** Confidential support for personal issues, available 24/7. Call [EAP Phone Number] or visit [EAP Website].
- **In-House Counseling:** Every [Day of Week], join [Counselor's Name] in [Location] for free, confidential sessions.
- **Teletherapy Services:** Access licensed therapists via [Platform Name] at your convenience. Sign up at [Website].
- **Workshops and Support Groups:** Participate in monthly workshops on stress management and resilience. Dates and times can be found [Link to Calendar].

If you have any questions or need further assistance, please contact [HR Contact Information]. Remember, taking care of your mental health is just as important as your physical health.

Best Regards,  
[Your Name]  
[Your Position]