

Subject: Your Emotional Well-being is Important to Us

Dear [Employee's Name],

I hope this message finds you well. I wanted to take a moment to check in with you regarding your emotional well-being. At [Company Name], we understand that the workplace can sometimes be overwhelming and that personal challenges can impact our daily lives.

Please know that we care about you and your well-being. If you are feeling stressed, anxious, or simply need someone to talk to, we strongly encourage you to reach out. We have resources available, including our Employee Assistance Program, which offers confidential counseling services.

Your health and happiness are essential to us, and we want to support you in any way we can. If you would like to discuss this further or if you have any specific concerns, please do not hesitate to contact me directly.

Thank you for being a valued member of our team.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]