

## **Subject: We're Here for You**

Dear [Employee's Name],

I hope this message finds you well. I wanted to take a moment to reach out regarding the challenges you and your family are currently facing. I understand that this must be a difficult time, and I want you to know that we are here to support you.

Your well-being and that of your family is our priority. If there is anything we can do to assist you during this time, whether it be flexible work arrangements or any resources you may need, please do not hesitate to let me know.

Thank you for your dedication and hard work, even in the face of personal challenges. Remember, you are not alone, and we are here for you.

Warm regards,

[Your Name]

[Your Position]

[Company Name]