

Employee Assistance Program (EAP) Information

Dear [Employee Name],

We are pleased to inform you about our Employee Assistance Program (EAP) that provides support for various personal and professional challenges you may face. This program is designed to help you maintain your wellbeing and productivity at work.

Program Details:

- **Confidential Counseling:** Access to professional counselors for emotional support.
- **24/7 Availability:** Services are available around the clock for your convenience.
- **Legal and Financial Assistance:** Guidance on legal and financial issues.
- **Work-Life Balance Resources:** Tools to help manage stress and improve work-life balance.

For more information or to access the services, please contact:

EAP Hotline: [Hotline Number]

Email: [EAP Email Address]

Thank you for your commitment to your wellbeing and for being a valued member of our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]