

Employee Mental Health Resources Announcement

Dear Team,

We understand that mental health is crucial to the well-being and productivity of our employees. To support you, we are pleased to announce the following mental health resources available for all employees:

- **Employee Assistance Program (EAP):** Confidential counseling services available 24/7.
- **Wellness Workshops:** Monthly workshops focused on stress management, mindfulness, and mental wellness.
- **Mental Health Days:** The option to take additional paid time off specifically for mental health purposes.
- **Online Resources:** Access to articles, videos, and self-assessment tools on mental health topics through our intranet.

We encourage you to take advantage of these resources and prioritize your mental health. If you have any questions or need further assistance, feel free to reach out to HR at hr@example.com.

Thank you for your commitment to supporting one another.

Sincerely,

[Your Name]

[Your Position]

[Company Name]