

Welcome to Our Employee Assistance Program

Dear Team,

We are excited to introduce our Employee Assistance Program (EAP), designed to support you in both your personal and professional life. Our EAP offers a variety of resources and services to help you manage challenges that may affect your well-being.

Services available through the EAP include:

- Confidential counseling services
- Financial and legal assistance
- Work-life balance resources
- Wellness programs and workshops

To access these services, please contact the EAP hotline at (555) 123-4567 or visit our EAP portal at www.example.com.

Your well-being is our priority, and we encourage you to take advantage of these valuable resources.

Best regards,

[Your Name]

[Your Position]

[Company Name]