

Flu-Related Employee Support Options

Dear Team,

As we enter the flu season, we want to ensure that all employees are aware of the support options available to help you during this time. Our goal is to promote health and well-being while maintaining a productive work environment.

Available Support Options:

- **Paid Sick Leave:** Employees are encouraged to use their paid sick leave if they are unwell.
- **Telecommuting:** For those who can work from home while experiencing mild symptoms, we offer flexible telecommuting options.
- **Wellness Resources:** Access to our wellness portal for tips on flu prevention and health management.
- **Vaccination Clinics:** We will conduct on-site flu vaccination clinics on [insert dates].

If you have any questions or need further assistance, please do not hesitate to reach out to the HR department.

Take care and stay healthy!

Best regards,

[Your Name]

[Your Position]

[Company Name]