

Employee Mental Health Support Availability

Dear [Employee Name],

At [Company Name], we prioritize your mental health and well-being. We understand that challenges can arise, and we want you to know that support is available.

Our Employee Assistance Program (EAP) offers confidential services, including counseling and support for various mental health matters. You are welcome to reach out to our EAP provider, [EAP Provider Name], at [EAP Contact Information]. They are available 24/7 to assist you.

Additionally, we encourage you to speak with your manager or HR representative if you need further assistance or would like to discuss any specific accommodations.

Remember, it's okay to ask for help, and we are here to support you.

Best regards,
[Your Name]
[Your Job Title]
[Company Name]