

Subject: Support for You: Introducing Our Employee Assistance Program (EAP)

Dear [Employee Name],

We understand that balancing work and personal life can sometimes be challenging. To support your overall well-being, [Company Name] is pleased to offer you access to our Employee Assistance Program (EAP).

The EAP is a confidential service designed to help you and your immediate family members manage life's various challenges. This program provides professional support for a wide range of issues, including:

- Mental health and emotional well-being
- Stress management
- Financial or legal consultations
- Work-life balance
- Family and relationship support

Key details of the program:

- **Confidentiality:** Your privacy is our priority. No information regarding your use of the EAP will be shared with the company.
- **Cost:** This service is provided at no cost to you.
- **Availability:** Support is available 24 hours a day, 7 days a week.

To access these services, please use the following contact information:

Provider Name: [EAP Provider Name]

Phone Number: [Phone Number]

Website: [Website URL]

Access Code: [Access Code, if applicable]

We are committed to fostering a healthy and supportive work environment. We encourage you to take advantage of this resource whenever you feel it may be beneficial.

Best regards,

[Your Name]

[Your Title]

[Company Name]