



's Employee Assistance Program (EAP)

Personal problems can affect the lives of employees both at home and at work. When life's events become challenging, we'd like to remind all employees about our Employee Assistance Program, or EAP. The EAP will supply professional counselors to counsel employees and their families in a safe, private atmosphere—at no additional cost. All the information disclosed will remain confidential.

understands that everyone experiences periods of stress and that some stress is normal, but if your feelings become persistent and overwhelming it may be an indication of a serious medical problem. That is why we want to make you aware of all the resources available to you through 's EAP.

(Insert Name of EAP)

(Insert Address of EAP)

(Insert City, State, Zip of EAP)

(Insert EAP Phone Number)

(Insert website of EAP)

For more information regarding 's EAP, please contact your Human Resources Department at **(insert phone number)**.

Please be assured that all information provided to the EAP is confidential.