**To:** All Employees  
**From:** [Your Name], [Your Position]  
**Date:** [Current Date]  
**Subject:** Promoting Mental Health Awareness and EAP Program

Dear Team,

In our ongoing efforts to support a healthy and positive work environment, we are focusing on promoting mental health awareness. Mental well-being is crucial for our overall health and productivity, and we are committed to ensuring that every team member feels supported in this area.

**Employee Assistance Program (EAP)**

Our Employee Assistance Program (EAP) is a valuable resource available to all employees. It offers confidential support for a variety of personal and work-related issues, including mental health concerns. We encourage everyone to take advantage of this program to support their mental and emotional well-being.

**Upcoming Initiatives [Please list, see examples below]**

* Team Health Day: We are planning a "Team Health Day" to focus on mental wellness and work-life balance. This event will include activities and discussions designed to promote mental health awareness and provide practical tips for maintaining mental well-being in the workplace.
* EAP Information Session: An EAP representative will be visiting us to provide more information about the services available through the program. This session will be an excellent opportunity to learn how the EAP can support you and your family.
* Staff Survey: We will be sending out a brief survey to gather your input on what you would like to see included in our Team Health Day and to understand your wellness goals better. Your feedback is invaluable in tailoring these initiatives to meet your needs.

Your Role and Support

* **Stay Informed:** Make sure to familiarize yourself with the EAP and how it can benefit you.
* **Participate Actively:** We encourage your participation in the upcoming Team Health Day and the EAP information session.
* **Encourage Others:** Support your colleagues in taking advantage of the EAP and participating in mental health initiatives. A supportive work environment benefits us all.

We believe that by working together, we can create a workplace that not only acknowledges the importance of mental health but actively supports it. Your mental and emotional well-being is a priority to us, and we are here to help in any way we can.

For any questions or further information, please feel free to reach out to [Your Contact Information].

Thank you for your commitment to a healthy and supportive workplace.

Sincerely,

[Your Name]  
[Your Position]  
[Organization Name]