

Dear employee:

This is a challenging moment in history. As we're all working to navigate our way through uncharted waters, it's easy to become overwhelmed by the adjustments you've been asked to make and the range emotions that come with our current environment.

In an effort to support you as you continue to support our customers and the business, we wanted to take a moment to remind you about the resources available to you - and your family - during this time:

Employee Assistance Program (EAP)

With everything going on around us, it may be beneficial to talk to a trained professional. The Employee Assistance Program (EAP) offers confidential, no-cost counseling to you and your family, 24/7. Expert counselors are available to help with everything from stress management, to relationship challenges, to budgeting.

Get support now. *[Insert contact information here]*

Telemedicine

While COVID-19 is top of mind, there are other routine medical issues such as allergies, rashes, pink eye or sinus problems, that may arise during this time. Stay safe and help ER staff by visiting a doctor without leaving your home, or more importantly, sitting in the waiting room.

Learn more now. *[Insert contact information here]*

Wellness Program

It's important to stay healthy - mentally and physically - during this time. Our wellness program offers activity and nutrition support and rewards your healthy behaviors. In an effort to stay active - and connected - consider setting up an activity, sleep, or meditation challenge with your family members or remote coworkers.

Stay healthy. *[Insert contact information here]*

Digital Learning

Without a commute or miscellaneous office conversation, you may find yourself with a little extra time. Consider using this "found" time to learn something new. Our digital learning opportunities cover a wide range of topics and have course length--from bite-sized learning to multi-session classes.

Learn something new. *[Insert contact information here]*

Recognition

Even though we may be remote, it's important to recognize one another for our continued efforts. If a co-worker goes above and beyond to help a customer or a colleague, let them know their efforts are appreciated. We're all trying to make the best of a difficult situation, and a little appreciation can go a long way in making someone's day a bit brighter.

Thank a co-worker now. *[Insert contact information here]*

Gift Matching

You may be looking for ways to help during this time. And while you may not be able to physically volunteer, your local community services may benefit from a donation. If you choose to donate, make your contribution go a little further by leveraging our gift matching program.

Give back now. *[Insert contact information here]*

While it may seem daunting right now, we are going to get through this, together. We sincerely thank you for all of your continued efforts.

And if you have questions or need any additional assistance, we are here to help. You can contact us as *[insert contact info here]*.

Thank you,

[CHRO name here]