



CARE's WorkLife Solutions

Toll Free 866.888.1555

www.caresworklifesolutions.com

Sample Letter to Employees and Dependents

To increase self-referrals to CARE's WorkLife Solutions, feel free to reprint the following letter on your organization's letterhead, then send it home to employees and dependents, enclose it with paychecks or distribute it via interoffice mail.

Dear Employee and Family Member:

Balancing work and family obligations. Finding the right child- or eldercare provider. Getting help for a loved one who seems to be overstressed. Help for yourself when you have relationship problems.

When the problems of daily living become too difficult to manage, I encourage you to turn to the services of the **[ORGANIZATION NAME]** employee assistance program managed by CARE's WorkLife Solutions.

Care's WorkLife Solutions is staffed with master's-level counselors who can help with a variety of problems, including:

- Help finding appropriate child-/eldercare services
- Parenting or family issues
- Alcohol or other drug problems or mental health issues
- Overcoming grief or the loss of a loved one
- Legal or financial problems

The service is free to **[ORGANIZATION NAME]** employees and their dependents. By calling toll free 866.888.1555, you can consult with a counselor over the phone or arrange to see a counselor face-to-face for up to five sessions, depending upon the nature of the problem.

What's most important is that your confidentiality is assured under state and federal law. For employees who self-refer to CARE's WorkLife Solutions, **[ORGANIZATION NAME]** receives no information as to which employees use the service or what they use it for. I've enclosed a brochure that explains the program more thoroughly.

Each of us deserves a worry-free, problem-free life. At times when problems are too tough to manage alone, it's good to know CARE's WorkLife Solutions is there.

Sincerely,

[SIGNATURE, NAME, TITLE]