



## CARE's WorkLife Solutions

Toll Free 866.888.1555

[www.caresworklifesolutions.com](http://www.caresworklifesolutions.com)

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# Sample Letter to Employees

*As helpful as posters, wallet cards or brochures are in promoting CARE's WorkLife Solutions they're not nearly as impactful as a letter under your or your organization's senior official's signature.*

*We encourage you to retype the copy that appears below on your organization's letterhead, have a senior manager sign it, and send it along to employees sometime this month. Feel free to change the copy or add to it as you see fit. For example, you might mention in the last line that CARE's WorkLife Solutions has been "a trusted resource since," then input the year your organization first contracted for CARE's WorkLife Solutions services, 1999.*

Dear [ORGANIZATION NAME] Employees:

In trying times, it's a comfort knowing that [ORGANIZATION NAME] employees, their dependents and spouses have a listening ear in the services of CARE's WorkLife Solutions

CARE's WorkLife Solutions staffed with master's-level clinicians who can assist you with a host of life-management issues, including:

**Parenting or family issues, Job/life stress, Legal or financial concerns, Alcohol or other drug problems or mental health issues, Conflict resolution, Overcoming grief or the loss of a loved one, Gambling problems, Co-worker conflicts, Caring for an aging loved one, Relationship/marital problems**

By calling 866.888.1555, you'll be put in touch with a clinician for:

- **Phone consultation** — Assistance for any of the above-mentioned issues over the privacy of your phone.
- **Up to five problem solving sessions, when clinically appropriate** — Following phone consultation, you may be invited to schedule a private, confidential session with a CARE's WLS clinician. You may receive up to five such sessions, depending upon the nature and severity of the problem.
- **Referral to an appropriate treatment or educational resource** — Some problems require more attention than five sessions. In such cases, you'll be directed to an appropriate resource based upon your insurance or ability to pay.

Your confidentiality is assured under state and federal law. Also, the service is FREE to you or your family members as a benefit of being a [ORGANIZATION NAME] employee.

If the stress of life is interfering with your ability to enjoy it, call CARE's WorkLife Solutions— a trusted resource for [ORGANIZATION NAME] employees and their families since 1999.