

SAMPLE EMAIL TO EMPLOYEES: PROMOTE MENTAL HEALTH AWARENESS

Subject Line: Join Us in Prioritizing Mental Health in the Workplace

Body: From uncertainty to new working environments, the workforce has seen many new challenges over the past few years. These changes can bring stress, anxiety, and fear, along with new opportunities to reshape systems to be more considerate of personal well-being in the workforce.

To that end, [Organization] would like to reiterate that we care about the mental health of our employees and are taking steps to translate that concern into action. Beginning [Effective Date], [Organization] will be:

- [Insert organization-specific examples here, e.g., reduced co-pay for mental health visits.]
- Example 2
- Example 3

More and more people are discussing their mental health in the open and understanding that it's just as important as physical health. There are ways everyone from all levels of a workplace can improve both their own and their coworkers' experiences while on the job. Take time to look at what benefits [if possible, link to resources] we offer, and, if in a leadership role, consider how they can be improved or spread the word about them.

As employees, we encourage you to:

- Join the Mental Health Employee Resource Group. Please contact [Contact Name] at [Contact Email] for more information about how to get involved.
- Learn more about mental health by [Insert examples, e.g., visiting www.mhanational.org, reading our monthly employee newsletter, participating in lunch and learn events being organized by HR, etc.].
- Take a free and confidential mental health screen at mhascreening.org to assess your mental health and get resources quickly.
- Call 988 if you are in a mental health crisis and need to speak with someone immediately.

Championing workplace mental health is an evolving journey. However, investing in your well-being remains a firm commitment for the leadership team, and we appreciate the trust you have placed in us to continue transforming our work culture.

If you have questions about our benefits and programs or would like more information about how to get involved with [Organization]'s workplace mental health efforts, please contact [Contact Name] at [Contact Email].