Grief Session Information for Employees - *Email Template*

To support us in our loss of (name), a member of the team from the City’s Employee Assistance Program has offered to facilitate a supportive session for our staff on (date) at (time) in room (number) for anyone that would like to attend.  The session will provide us with an opportunity to extend support to each other, appreciate our memories of (name), and learn more about the process of grief and how to take care of ourselves during this difficult time.

I am not sure if this is a good time for everyone but I wanted to get a time and date on the calendar for us.  If you are available and interested in attending, I hope to see you then. Please feel free to reach out to EAP on your own if that better meets your needs by calling the main number at (608)266-6561 or email: [eap@cityofmadison.com](mailto:eap@cityofmadison.com) to request an appointment.

Please take good care of yourself and each other.

*Signature*