**Description for Email Template**

**This email template is for your leadership to send out to employees to show support for mental health in the workplace. Customize the template by filling in the areas marked in blue text.**

Hello [INSERT heading, e.g. staff, friends, team, etc.],

Today, I am reaching out to address the importance of mental health. As many of you know, mental health conditions are common, impacting 1 in 5 adults annually. Nearly everyone has either had personal experience or knows someone who has been touched by a mental health condition.

Taking care of our mental health is an essential part of our overall health and well-being. It’s also a sign of strength. Our commitment to mental health has never been stronger. We are committed to operating an open, supportive and inclusive workplace in which those experiencing depression, or any other mental health condition know that it’s ok to reach out for help. To this end, we are engaging in a campaign called *Right Direction* to raise depression awareness and encourage people to seek help.

As part of this campaign, we will share resources that identify the key warning signs of depression and the importance of getting help when it’s needed. We will also share a list of our available resources and contact information. What’s most important if you are experiencing depression or another mental health condition is to know that ***you are not alone***. Millions of Americans live with mental health conditions, are successful and lead full and productive lives.

We care about your mental health and well-being and invite you to join us as we roll out the *Right Direction* campaign and work together in creating a mentally healthy organizational culture.

Please do not hesitate to reach out, we are here for you.

Thank you,

[First name only]

[INSERT medical, EAP, and other benefits names and contact information].