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**Communication to employees (email/memo)**

**TO: All employees**

**FROM: [Organization contact]**

**SUBJECT: Introduction to inConfidence and how the EFAP can help you**

In these difficult times, we want to take this opportunity to remind you about **inConfidence** – a full service Employee & Family Assistance Program (also known as an EFAP) and work-life/wellness resource designed to help you and your dependents with work, life and everything in between.

**inConfidence is a benefit provided by Moosehead at no additional cost to you, and it’s completely confidential**. Whether you need help with a work-related issue or a personal or family problem, you can turn to **inConfidence** for support and assistance with issues of everyday life, and for access to a wealth of resources.

**Call, toll-free, any time, day or night**, to speak with a caring, professional consultant who will listen to your concerns and help you find answers to everyday questions. The program includes access to face-to-face, video or telephonic counselling, consultations, educational materials, personalized community referrals and much more.

**inConfidence** can help with a wide range of issues, including:

**LIFE:** Stress, Overload, Anxiety, Depression, Grief, Community Resources

**FAMILY:** Parenting, Separation, Divorce, Blended Families, Caring for Older Adults, Education

**MONEY:** Saving, Investing, Debt Management, Estate Planning, Wills, Home Buying

**WORK:** Work Relationships, Job Stress, Burnout, Managing People

**HEALTH:** Fitness, Nutrition, Sleep, Addiction, Recovery, Smoking Cessation

**inConfidence** includes confidential access to a **program website** ([www.myinconfidence.ca](http://www.myinconfidence.ca)) where you can find hundreds of articles, watch short videos, listen to podcasts, and much more.

You can also download the FREE **inConfidence** mobile app for iPhone or Android, simply search for ‘LifeWorks’.

If you have any questions about how to use the program, please contact:

**[Contact name]**

**[Contact phone number/email]**

**Sincerely,**

**[Name]**

**To contact inConfidence: 1-877-418-2181 TTY: 1.877.371.9978**

[**www.myinconfidence.ca**](http://www.myinconfidence.ca)

**User ID: Moosehead Password: inconfidence**