

PURPOSE:

Sample communication that could be sent directly to employees in an impacted area or sent to regional leaders to distribute or use as talking points for impacted individuals.

SUGGESTED LANGUAGE:

<<Salutation:>>

We wanted to reach out about the **DISASTER NAME**, which is on path to impact the region on **DATE**
<<OR>> which impacted the region on **DATE**.

The safety and well-being of our employees are of paramount concern to us. In light of this recent disaster, I urge you to stay up to date on the disaster's progression and heed any evacuation or safety advisories issued by local authorities.

We are committed to assisting our employees during challenging times and know disasters can bring unforeseen financial burdens. Please remember that we have an emergency financial relief fund, administered by E4E Relief, to provide financial relief to those affected.

If you or your team members face unexpected hardship because of this disaster, we encourage you to visit **PORTAL LINK**, register and fill out an application. You are not alone in this, and we stand ready to support you in any way we can.

If you have any questions or concerns, please do not hesitate to reach out to your immediate supervisor, our HR department or me. You can also find more information about the relief fund on the portal linked above.

Let's work together to ensure the safety of our team, our families and our community.

Best regards,

SIGNATURE