

PURPOSE: Sample periodic communication that could be sent directly to employees or to team leaders to distribute or use as talking points for periodic reminders about the Emergency Financial Relief Program's hardship offerings.

SUGGESTED LANGUAGE:

Subject: Reminder: Access Emergency Financial Relief Program Today

<<Salutation:>>

At [Company Name], we understand that life can throw unexpected challenges our way. That's why we want to remind you of our Emergency Financial Relief program, designed to offer support during times of hardship.

[Program Name] provides a one-time grant to assist with various unforeseen circumstances, including but not limited to:

- Unexpected medical conditions
- The loss of an employee or immediate family member
- Temporary loss of job or income
- Domestic abuse
- Home damage
- Vehicle accidents
- Mental health crises

We believe in being there for our people when it matters most. That's why we made sure applying to [Program name] is anonymous and secure. We also welcome you to support your teammates in need by making a charitable gift to our fund anytime. To apply or donate, access the [Program name] portal [here](#).

If you have any questions or concerns, please don't hesitate to reach out to your immediate supervisor, our HR department, or myself. More information about the relief fund is available on the portal linked above.

Let's stand together to ensure the safety and well-being of our team, our families, and our community.

Best regards,

[Your Name] [Your Position] [Your Contact Information]

*Sample Communication*