# Employee Email Template

Please use the following instructions to create an email announcement to launch the new VITAL WorkLife App to your employees.

## Instructions to Copy Email:

1. Open Outlook, or your email program, and compose a new email
2. Add a subject line. Consider one of the suggestions below:

VITAL WorkLife EAP App Email Template

* OPTION 1: Support Your Well Being with the New VITAL WorkLife App!
* OPTION 2: A New Resource to Support Your Well Being: The VITAL WorkLife App!
1. Insert the email header image. You can download graphic at: <https://info.vitalworklife.com/hubfs/Client_Materials-Documents-Flyers-Handouts/Resource-Sites/EAP-Resource-Site/EAP-Employee-Engagement-Kit/EAP%20App%20Materials/VITAL%20WorkLife%20EAP%20App%20Header%20Image_JPG.jpg>
2. Under the header, copy and paste the email text on the following pages.
3. Don’t forget to update the email with your organization’s unique Username and Password.
4. Send email



To our valued employees,

VITAL WorkLife, who provides our Employee Assistance Program (EAP) to you and your family members, has launched a new resource—the VITAL WorkLife App! The app was designed to support your well being, and to help you:

* Assess and improve your well being
* Improve your understanding of your VITAL WorkLife resources
* Simplify access to your VITAL WorkLife EAP resources

## What can I do with the VITAL WorkLife EAP App?

The VITAL WorkLife App includes many features to support your well being goals.

* Take Well Being Assessments
	+ Take assessments in each Dimension of Well Being (Professional, Emotional, Relational, Physical, Spiritual and Legal/Financial)
	+ Take the Mindfulness Attention Awareness Scale (MAAS) Assessment
	+ After completing each assessment, you will receive recommendations based on your results
* Watch well being videos, including mindfulness videos and your EAP Orientation
* Read Insights organized by dimension of well being
* View information and program flyers about your EAP Resources
* Tap to call or send a message to VITAL WorkLife, to connect directly with your resources

## How do I access the new app?

Download the VITAL WorkLife App (search for *VITAL WorkLife* in your favorite app store), and log in using our organization’s credentials to access the resources:

* Username**: <<insert username>>**
* Password: **<<insert password>>**

 

We care about your well being! Please download this app and log-in today to start accessing your resources anytime, anywhere.