# 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

A screenshot of a cell phone

Description automatically generated

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>>**

[](https://appsto.re/us/lolgeb.i) [](https://play.google.com/store/apps/details?id=app.vitalworklife)

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