

SAMPLE EAP MEMORANDUM

MEMORANDUM FOR:

FROM:

SUBJECT: Employee Assistance Program

This memorandum is intended to express my concern for your personal and professional welfare, and to outline significant deficiencies in your work and/or attendance which may indicate a need for counseling. This memorandum does not constitute a disciplinary action, and will not become a part of your Official Personnel Folder.

(The above paragraph is introductory; it expresses concern for the employee's well-being and indicates that this is not a disciplinary action.)

Since January 9, 19\_\_, your unexcused absences and personal telephone calls have caused a significant deterioration in your work performance, posed a hardship on other staff members, and caused a morale problem within the office. Your long periods of unexcused absences from the office, as discussed in my memorandum dated May 16, 19\_\_, sets forth specific examples. Your pattern of behavior could be caused by a personal problem. I am, therefore, referring you to our Employee Assistance Program for counseling.

(The second paragraph describes the behavior, conduct and performance that led you to believe an EAP referral was necessary. It also states the actual offer of counseling.)

The Department has an excellent Employee Assistance Program (EAP) available to provide confidential counseling to employees at no cost. Counselors are located in the Health Unit in Headquarters in Room \_\_\_\_\_. For an appointment call (202) \_\_\_\_-\_\_\_\_. If you need further information about the EAP, you can also call \_\_\_\_\_, HUD EAP Manager on (202) \_\_\_\_-\_\_\_\_. This program is voluntary, but I strongly recommend that you seek counseling from this program.