

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Financial Hardship Support

We understand that you are currently facing financial hardships, and we want to assure you that we are here to help. Our company values the well-being of our employees, and we are committed to providing support during challenging times.

As part of our financial hardship assistance program, we are offering the following options to help you through this difficult period:

1. **\*\*Emergency Financial Assistance\*\***: A one-time grant to assist with immediate expenses.
2. **\*\*Flexible Payment Arrangements\*\***: Options to restructure any outstanding payments or debts with our company.
3. **\*\*Employee Assistance Program (EAP)\*\***: Access to counseling services and financial planning resources.

Please contact [HR Representative Name] at [HR Representative Phone Number] or [HR Representative Email] to discuss your situation further or to apply for any of these services. We encourage you to reach out as soon as possible to explore the options available.

Thank you for your hard work and dedication to [Company Name]. We are here to support you during this time.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]