



## Memorandum

DATE:

TO:

FROM:

RE:

CC:

Based on our recent conversation related to your work performance issues, you are being referred to NuVantage Employee Resource, our organization's Employee Assistance Program (EAP). You have until [Click here to enter a date.](#) to contact NuVantage EAP and set up an appointment for an assessment.

**To schedule your EAP appointment call 1.800.577.4727.**

Once the assessment period is complete, the counselor will contact your EAP case manager to discuss the outcome of the assessment which may include recommendations for additional services. The NuVantage Case Manager will ask you to sign a release of information for each additional service for which you've been recommended. They will be in contact with those service providers to determine your level of compliance / follow through. NuVantage will communicate, to us, whether you have followed through your entire course of recommended service(s) without telling us specifics regarding what services you have sought.

Compliance with the EAP is not a guarantee of employment. It is one piece of your total performance improvement plan that you have established with your supervisor and/or human resources.

NuVantage Employee Resource is a confidential service. Only the information noted in your signed Release of Information will be shared with your company contact. All other information is confidential pursuant to state and federal confidentiality guidelines.