*[Date]*

Good morning,

I am writing on behalf of Director *[John Smith]*. We are continuing with *[Company’s]* initiative to become a Recovery-Friendly Workplace in *[year]*!

Substance misuse is an epidemic in Nevada. We need you. We need each supervisor and manager to be a part of the solution. Employees can sometimes experience personal problems that can impact not only their home life, but their work life as well. Alcohol and drug use among employees and their family members can be costly to a workplace by way of absenteeism, decreased productivity, theft, low employee morale, injuries, increased health care, legal liabilities and workers' compensation costs.

Moving into a life of recovery, not detox alone, is the point of treatment. As an employer, understanding what recovery is and is not can empower you to create and maintain a recovery-oriented workplace. Training of supervisors is imperative to support recovery for employees and their loved ones.

Supervisors and managers are required to complete the pre-assessment survey and training course by *[Deadline]*. Links to both assignments are attached below.

1. Knowledge Pre- Assessment Survey: <https://healthnv.co1.qualtrics.com/jfe/preview/SV_77CIHazGOIlDMot?Q_SurveyVersionID=current&Q_CHL=preview>
2. Signs and Symptoms of Substance Use, Gambling and Mental Health Issues:<https://training.casat.org/products/979>

(Employees will need to register for a free account through CASAT to complete the training course)

Additionally, if you have not already done so, please take some time to familiarize yourself with the program. Information about this Nevada designation is online at: [recoveryfriendlyworkplace.nv.gov](http://dpbh.nv.gov/Programs/ClinicalBHSP/dta/Training/Recovery_Friendly_Workplace/)



Thank you,

Jane Doe

Executive Assistant to Director John Smith

Recovery Friendly Workplace Company

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**Recovery is possible. Treatment works. We are “Recovery Friendly”**

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