*[Date]*

*Good Afternoon staff,*

Substance use disorder treatments have approximately the same rate of positive outcomes as treatment for other chronic illnesses, such as diabetes, hypertension, and asthma. Treatment does work! Hope is real – over 25 million Americans reported in a recent national survey that they are living in recovery from addiction.

If you or a family member is experiencing substance misuse and would like more information about our company’s **Recovery-Friendly Workplace Program**, please talk to your supervisor or Human Resource staff. We are committed to offering help to our employees in need.

Additional information may also be found at: [recoveryfriendlyworkplace.nv.gov](http://dpbh.nv.gov/Programs/ClinicalBHSP/dta/Training/Recovery_Friendly_Workplace/)



*Best regards,*

**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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