[Insert Logo]

[Date]

[Organization’s Wellness Leader Name]

[Organization]

[Address Line 1]

[Address Line 2]

Re: Supporting Employee Emotional Health during COVID-19 and Beyond

Dear [Organization Wellness Leader Name]:

First, thank you for the work you have done to support [Organization’s] staff during this difficult time. [If applicable, list 1-2 specific new initiatives that have been launched or expanded in COVID.] These efforts have allowed us to continue delivering excellent care to our patients and families, even as we navigate tremendous uncertainty created by COVID-19 and other factors.

Second, as the palliative care professionals on your team, we would like to offer our services in the next phase of your work, if desired. If you are unfamiliar, palliative care is specialized care for people with serious illness that is provided along with regular disease treatment at any stage of the illness. Our particular program offers [describe interdisciplinary staffing and any relevant services you provide].

As palliative care clinicians, our communication skills, focus on quality of life, and understanding of emotional needs are critical competencies in the COVID era and beyond. To that end, here are some of the ways in which we stand ready to supplement [Organization’s] “Emotional PPE” efforts [tailor the following as you see fit]:

* Lead [communication training](https://www.capc.org/covid-19/communication/) efforts to help clinicians navigate difficult and distressing conversations with patients and families
* Share our established materials/processes/procedures (e.g., our evidence-based bereavement support protocol)
* Increase awareness among colleagues about our palliative care consultation services during COVID-19
* Continue providing informal emotional support to colleagues
* [Additional services and/or supports]

We would be happy to set up a meeting to discuss these and identify additional opportunities to support your efforts. In the meantime, we encourage you to review the Center to Advance Palliative Care (CAPC’s) Emotional PPE resources included on its [COVID-19 Resource Response Hub](https://www.capc.org/covid-19/). CAPC’s easily accessible curated tools on Coping in Crisis, Clinician Grief, Team Health and Organizational Wellness are designed to address the needs of health care leaders, managers, clinicians and staff.

Thank you again for your leadership. Please let us know if you have any questions, and we look forward to hearing from you soon.

Kind regards,

[Signature]