PERSONAL AND CONFIDENTIAL

American Behavioral

Formal Management Referral Letter

This letter documents your formal referral to the American Behavioral Employee Assistance Program (EAP). The EAP provides assistance in addressing problems affecting your personal life and your work performance.

The following job performance and/or conduct problem(s) is the reason for this referral:

_____

_____

_____

Please note that this referral is not a disciplinary process. Participation in this program is voluntary, and you may decline the services offered to you at any time without penalty. If you choose to utilize your EAP services, you will sign a release of information form at your initial session. This will allow American Behavioral to communicate the following to your manager and/or human resources (HR) representative:

- The outcome of the initial assessment;
- Weekly progress reports; and
- A summary and recommendations report at the conclusion of your EAP sessions.

American Behavioral provides this information **only to the manager and/or HR contact(s) signing this letter.**

If you accept this referral, you are required to contact American Behavioral within two (2) business days to schedule an appointment. American Behavioral will notify the appropriate manager and/or HR contact(s) if you fail to call.

The Undersigned Employee:

❑ Accepts the Referral

❑ Declines the Referral

_____

Employee Signature **Date**

_____

Manager Signature **Date**

_____

Signature of Human Resources Representative **Date**