

# Sample Announcement Letters

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## Admin

Dear [Administration],

I hope this message finds you well. I am writing to enlist your help in driving engagement with our Lexipol Wellness App, offered through Lexipol. Your support and promotion of this initiative would mean a lot to our staff, reinforcing our commitment to their well-being and demonstrating that we are taking proactive measures to provide necessary resources.

I extend my sincere gratitude to you for implementing this valuable resource. Your support is instrumental in ensuring the well-being of our staff. To maximize the impact of this initiative, we kindly request your assistance in sending a command message to encourage all members to take advantage of the app.

In your message, please share this important information:

Watch [this video](#) to become oriented to the app, and learn how your confidentiality is supported by watching this [short video](#) or reviewing the [anonymity FAQs](#).

You can download the app [here](#) or scan the QR code below.



Department ID: **(Add your agency credentials.)**

Department Code: **(Add your agency credentials.)**

Thank you for your continued support.

Sincerely,

**[Wellness Liaison]**

## Employees

Dear Team,

I hope this note finds you in good spirits. It's important to me that we all feel supported, especially considering the unique challenges and pressures we face in our work. I'm pleased to inform you about something special we've implemented for you and your families.

In collaboration with Lexipol, we have provided you with access to the Lexipol Wellness App, a confidential tool crafted with our team's needs at heart. This resource is packed with resources designed to help us navigate over 60 mental and physical health topics—everything from managing everyday stress and fatigue to more serious concerns like preventing suicide and addressing substance use. It also offers access to mental health self-assessments and resources for occupation-specific workouts, mindfulness and nutrition. **[Add/adjust as needed: Plus, it connects you with therapists who really understand the challenges unique to our field and provides a way to reach out to our chaplain services, should you wish.]**

The app is available any time, day or night, ensuring you and your loved ones can find support whenever you need it, in complete confidence and anonymity. It's so important to me that every one of us can access help without worrying about the time, place or privacy.

We're embracing this technology with the hope of building a stronger, more resilient community within our team. **[Insert specific quote about the organization's commitment to wellness and health].**

I encourage you to explore the Lexipol Wellness App and make the most of the resources it offers. It's a testament to our collective commitment to not just our professional responsibilities, but to our personal well-being and that of our families and our community.

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Thank you for everything you do, day in and day out. Your dedication is what makes us who we are, and I'm here to support you, just as you support so many others.

Sincerely,

## Family

Dear <Agency Name> Family,

I am excited to share with you this valuable wellness tool that is available to your family at no cost. The Lexipol wellness app contains numerous family wellness resources in addition to helpful tips to support your first responder loved one. Some of these resources include:

- Marriage guidance
- Financial support
- Parenting tips
- Holiday tips
- Family wellness video library
- Access to family peer support (LE only)
- Fire Season Family Preparation (FD only)
- New Hire: Preparing for the Academy (FD only)
- and more

I encourage you to log in and explore all the various resources available. Watch [this video](#) to become oriented to the app, and learn how your confidentiality is supported by watching this [short video](#) or reviewing the [anonymity FAQs](#).

You can download the app [here](#) or scan the QR code below.



Department ID: **(Add your agency credentials.)**

Department Code: **(Add your agency credentials.)**

The <Agency Name> cares about your family's well-being. If you need any support, please contact <Wellness Coordinator name> at <phone and/or email address>.

Be well,

<Agency Leader>

## Support Contacts (Peers, Chaplains, Clinicians)

Dear [Support Team Type],

I'm reaching out to enlist your support in promoting our Cordico wellness app, offered through Lexipol. Your involvement is essential in reinforcing our commitment to staff well-being and ensuring that our personnel have meaningful and confidential access to wellness resources.

This app was created to provide on-demand support tools, mental health resources, and connection points to trusted individuals like yourself. As someone already supporting the wellness of our organization, you play a key role in helping team members feel comfortable using this tool and knowing where to turn when they need help.

To help maximize the app's impact, we ask that you:

- Familiarize yourself with the app and its features
- Encourage colleagues to explore and use the app regularly
- Be available to support and guide individuals as needed

### Cordico App Access

- [Download Link](#)
- **Department ID:** (Insert agency credentials)
- **Department Code:** (Insert agency credentials)



### Resources

- [Introduction to Your Agency's Cordico Wellness App](#) (Short video overview)
- [Full Wellness Solution Training](#) (Longer walkthrough)
- [Wellness Liaison Training](#) (Approx. 1 hour – supports rollout and app utilization)

Thank you for your continued support and for all that you do to care for our team. Please don't hesitate to reach out if you have any questions.

Sincerely,

[Your Name]

[Your Title / Department]