



HENRY FORD ENHANCE  
EMPLOYEE ASSISTANCE PROGRAM  
FORMAL REFERRAL MEMO

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Job Title/Department: \_\_\_\_\_ Employee Phone: \_\_\_\_\_

Manager/Supervisor/HR Name: \_\_\_\_\_

Manager/Supervisor/HR Phone: \_\_\_\_\_

SUBJECT: Referral to the Employee Assistance Program

This memo is to notify you that you are being referred to the Employee Assistance Program (EAP) for any help you might need in addressing any problem(s) that may be affecting your recent job performance. The item(s) listed below are of concern to me:

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The above-mentioned incident (s) has caused me sufficient concern to make this referral. Previous discussion with you on \_\_\_\_\_ has not resolved your job performance problem(s). It is our expectation that the above-mentioned job performance problem(s) will be resolved.

The EAP is designed to assist you in addressing any problem(s) that may be affecting your work or your personal life. This program is CONFIDENTIAL and FREE, and I urge you to take advantage of the service offered by them. The only information that is shared with me by the EAP counselor is if you keep the appointment and if you follow through on EAP recommendations. No details about your problem or about the EAP recommendations will be shared with me.

**Employee has (5) five business days after receiving this referral memo to contact EAP and schedule an appointment**

<p>EMPLOYEE ASSISTANCE PROGRAM (313) 874-7122 or 888.EAP.HFHS (327.4347)</p> <p><b>Human Resources: Please Fax or Email this completed signed document to EAP Fax Number: (313) 874-6293 Email: HenryFordENHANCE@hfhs.org</b></p>
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Whether or not you contact the EAP is your choice. I will, however, follow up with you on \_\_\_\_\_ to review your job performance. If the above-mentioned problem(s) are not resolved within a reasonable period of time, further action will be taken.

**EMPLOYEE SIGNATURE: \_\_\_\_\_**  
*By signing above, I give you authorization to communicate with EAP to confirm appointments and compliance with recommendations.*