

## Confirmation of Attendance

Date: \_\_\_\_\_

Name & Address of Client

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This letter confirms that you attended counseling through your Employee Assistance Program (EAP) on the following dates:

_____	_____
_____	_____
_____	_____
_____	_____

I can also confirm that you have an appointment scheduled on \_\_\_\_\_

Please note that this information is your personal property, and **LifeWorks by Morneau Shepell** cannot be held liable or responsible for its misuse. LifeWorks EAP Counselors are not permitted to complete disability/FMLA paperwork and cannot make recommendations regarding a leave of absence from work. Further, LifeWorks EAP Counselors cannot provide recommendations/assessments pertaining to legal issues.

Yours truly,

\_\_\_\_\_  
EAP Counselor