

Enrollment Reminder for Group Insurance

Dear [Employee Name],

This is a friendly reminder that the enrollment period for our group insurance plan is currently open. Please ensure you have reviewed your options and completed your enrollment by [Enrollment Deadline].

Key details to remember:

- Enrollment Deadline: [Enrollment Deadline]
- Available Plans: [List of Plans]
- How to Enroll: [Enrollment Instructions]

If you have any questions or need assistance, please do not hesitate to reach out to the HR department at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Title]
[Company Name]