

Group Insurance Enrollment Update

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you about the recent updates to our group insurance enrollment. As part of our ongoing efforts to enhance employee benefits, we have made some changes that we believe will better serve your needs.

Enrollment Details:

- Enrollment Period: [Start Date] to [End Date]
- New Plans Available: [List of Plans]
- Previous Plans: [Details of Previous Plans]

Please review the updated plan options and make any necessary changes to your enrollment by the deadline. You can access the enrollment portal at [Link to Portal].

If you have any questions or need assistance, feel free to reach out to the HR department at [HR Contact Information].

Thank you for your attention to this important matter.

Sincerely,
[Your Name]
[Your Position]
[Company Name]