

Important Notice: Healthcare Policy Adjustments

Dear [Employee/Member Name],

We hope this message finds you well. We are writing to inform you of important adjustments to our healthcare policy that will take effect on [Effective Date].

The adjustments include:

- [Adjustment 1: Description]
- [Adjustment 2: Description]
- [Adjustment 3: Description]

These changes are designed to enhance our healthcare offerings and ensure the best possible care for our members. We encourage you to review the updated policy details on our website at [Website URL] or contact our HR department at [Contact Information] for any questions.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company/Organization Name]