

Employee Health Benefits Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Human Resources Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

I hope this message finds you well. My name is [Your Name], and I recently joined [Company Name] as a [Your Job Title]. As part of my onboarding process, I am writing to inquire about the health benefits available to employees.

Could you please provide me with information regarding the following:

- Health insurance options and coverage details
- Enrollment deadlines and procedures
- Costs associated with the health plans
- Any wellness programs or resources available to employees

Thank you for your assistance. I look forward to your prompt response so that I can ensure I am taking full advantage of the benefits provided by [Company Name].

Best regards,

[Your Name]

[Your Job Title]