

Inquiry About Health Benefits for Part-Time Employees

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[HR Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to inquire about the health benefits available for part-time employees at [Company Name]. As a part-time employee, I am interested in understanding the options, eligibility criteria, and enrollment process for health benefits.

Could you please provide detailed information regarding:

- Available health benefit plans for part-time employees
- Eligibility requirements
- Enrollment deadlines
- Any associated costs or contributions

Sincerely,

[Your Name]