

Dear [Employee's Name],

We hope this message finds you in good health and spirits. We are reaching out to inform you of some adjustments to our staff health insurance scheme that will take effect on [Effective Date].

After careful consideration and review, we have made the following changes:

- **Premium Changes:** The monthly premium will be adjusted to [New Premium Amount].
- **Coverage Updates:** We have enhanced coverage for [Specific Services] to better meet your healthcare needs.
- **Provider Network:** We will be expanding our network to include [New Providers or Facilities].

These adjustments are part of our ongoing commitment to providing you with a comprehensive and effective health insurance plan. We encourage you to review the updated plan details attached to this letter.

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

Thank you for your understanding and continued dedication to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]