

Dear [Staff Name/Team],

We hope this message finds you well. We would like to inform you about the upcoming revisions to our staff healthcare benefits policy, effective [Effective Date].

The key changes include:

- Updated coverage options for [specific benefits]
- Revised premium deductions for [specific plans]
- New wellness programs available to all staff

We believe these updates will enhance the overall health and wellbeing of our staff. Please take the time to review the revised policy document attached to this letter.

If you have any questions or concerns regarding these changes, do not hesitate to reach out to [HR Contact Information].

Thank you for your attention to these important updates.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]