

# Health Benefits Enrollment Instructions

Dear [Employee's Name],

Welcome to the [Company Name] family! We are pleased to provide you with information regarding your health benefits enrollment.

## Enrollment Period

Please note that the enrollment period runs from [Start Date] to [End Date]. Make sure to complete your enrollment during this time to ensure you receive your benefits.

## How to Enroll

1. Log into the Employee Portal at [Portal URL].
2. Click on the "Benefits" tab.
3. Review the health plan options available to you.
4. Select the plan that best fits your needs.
5. Complete the required forms and submit your enrollment.

## Resources

If you need assistance, please refer to the following resources:

- [Health Plan Brochure Link]
- [Benefits FAQs Link]
- [Contact Information for HR]

Thank you for your attention. We are excited to support your health and well-being!

Sincerely,  
[Your Name]  
[Your Title]  
[Company Name]