

# Open Enrollment Announcement

Dear [Employee's Name],

We are excited to announce that the open enrollment period for our health benefits program will begin on [Start Date] and run until [End Date]. This is your annual opportunity to review and make changes to your health insurance plans.

During this period, you can:

- Enroll in a new health plan
- Change your existing health plan
- Cancel your current coverage
- Add or remove dependents

To assist you with your choices, we will be hosting informational sessions on [Dates of Sessions]. Additionally, you can access our online benefits portal at [Portal Link] for more details.

Please take the time to review your options carefully and make informed decisions that best suit your health needs.

If you have any questions, feel free to reach out to the HR department at [HR Contact Information].

Thank you for your attention!

Sincerely,

[Your Name]

[Your Title]

[Company Name]