

Insurance Deduction Process Overview

Dear [Employee's Name],

We would like to provide you with an overview of the insurance deduction process as part of our employee benefits program. This letter outlines the key steps involved:

1. Enrollment

Enrollment in the insurance program is conducted during the onboarding process or during the annual enrollment period.

2. Premium Calculation

Your insurance premiums will be calculated based on your selected coverage options and will be deducted from your paycheck.

3. Paycheck Deductions

Insurance premiums will be deducted from your paycheck on a [bi-weekly/monthly] basis, starting from your first paycheck following enrollment.

4. Annual Review

Employees are encouraged to review their insurance plans annually to make any necessary changes during the open enrollment period.

5. Questions and Support

If you have any questions or require assistance regarding your insurance deductions, please do not hesitate to contact the HR department.

Thank you for being a valued member of our team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]