

Adjustment to Healthcare Coverage

Dear [Staff Member's Name],

We hope this message finds you well. We are writing to inform you of an important adjustment to your healthcare coverage effective [Start Date].

After careful consideration and review of our current healthcare plan, we are implementing changes to enhance the overall benefits available to our staff. The key adjustments are as follows:

- Increased coverage for [specific services/procedures]
- Lower co-pays for routine visits
- Expanded network of healthcare providers
- [Any other relevant adjustments]

If you have any questions or need further clarification regarding these changes, please do not hesitate to reach out to the HR department at [HR contact information]. We appreciate your understanding and commitment to our organization.

Thank you for your continued dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]