

# Invitation to Employee Health Benefits Information Session

Dear [Employee Name],

We are pleased to invite you to our upcoming Employee Health Benefits Information Session scheduled for [Date] at [Time]. The session will take place at [Location] and will cover important information regarding your health benefits.

During this session, you will learn about:

- Overview of health benefits offered
- How to enroll and make changes
- Available resources and support
- Q&A session

Please RSVP by [RSVP Deadline] to ensure we have adequate materials and refreshments prepared.

We look forward to your participation!

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]