

Reminder: Health Benefits Open Enrollment

Dear [Employee's Name],

We would like to remind you that the open enrollment period for health benefits is approaching. This is your annual opportunity to review, change, or enroll in your health coverage.

Open Enrollment Dates: [Start Date] to [End Date]

Please take this time to assess your health care needs and consider your options. It's important to ensure you have the best plan for you and your family.

If you have any questions or need assistance, please do not hesitate to reach out to the HR department or visit our benefits portal.

Thank you for your attention to this important matter.

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