

# Notice of Revisions to Employee Health Benefits Policy

Date: [Insert Date]

To: [Employee Name]

From: [HR Department/Your Name]

Subject: Revisions to Employee Health Benefits Policy

Dear [Employee Name],

We would like to inform you of recent revisions made to the Employee Health Benefits Policy. These changes reflect our commitment to providing comprehensive and competitive health benefits to all employees while also ensuring compliance with current regulations.

## Summary of Key Revisions:

- Updated coverage for mental health services effective [Insert Date].
- Expanded family leave benefits, now including [Insert Details].
- Revised premium contribution rates for [Insert Year].
- New telemedicine options now available starting [Insert Date].

For your convenience, the complete updated policy document can be found on our internal portal at [Insert Link]. We encourage you to review the changes thoroughly and reach out with any questions or concerns.

Thank you for your attention to these important updates.

Best regards,

[Your Name]

[Your Position]

[Company Name]