

Dependents Insurance Coverage Enrollment Instructions

Dear [Employee Name],

We are pleased to inform you about the opportunity to enroll your dependents in our insurance coverage plan. Below are the instructions to complete the enrollment process:

Enrollment Steps:

1. Review the insurance policy and benefits information attached.
2. Complete the Dependents Enrollment Form, ensuring all required fields are filled.
3. Gather necessary documentation (e.g., birth certificates, proof of relationship).
4. Submit the completed form and documentation to the HR department by [Submission Deadline].
5. Check your email for confirmation of enrollment and further details.

Important Dates:

- Enrollment Period: [Start Date] to [End Date]
- Documentation Submission Deadline: [Deadline Date]

If you have any questions, please do not hesitate to contact the HR department at [HR Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]