

Dear [Staff Name],

We are pleased to provide you with information regarding the health insurance options available to you as part of our employee benefits program.

Available Health Insurance Plans:

- **Plan A:** Comprehensive coverage with low deductibles and co-pays.
- **Plan B:** High deductible health plan with lower monthly premiums.
- **Plan C:** A specialized plan focusing on preventative care and wellness.

Key Features:

Each plan offers the following features:

- Access to a wide network of hospitals and physicians.
- Telehealth services available for remote consultations.
- Prescription drug coverage included.

Enrollment Information:

Enrollment for the health insurance plans will be open from [Start Date] to [End Date]. Please review the attached documentation for more details on each plan and the enrollment process.

Contact Information:

If you have any questions or need further assistance, please contact the HR department at [HR Contact Number] or [HR Email Address].

Thank you for being a valued member of our team!

Sincerely,
[Your Name]
[Your Position]