

Dear [Employee's Name],

We are pleased to inform you about the healthcare options available to you as an employee of [Company Name]. Your health and well-being are our top priorities, and we strive to provide you with the best healthcare benefits.

Available Healthcare Plans

- **Health Insurance Plan A:** Comprehensive coverage with low deductibles.
- **Health Insurance Plan B:** A high-deductible plan with lower premiums.
- **Dental Plan:** Coverage for routine check-ups and major dental work.
- **Vision Plan:** Includes eye exams and discounts on eyewear.

Enrollment Information

You can enroll in your chosen plan during the open enrollment period, which runs from [Start Date] to [End Date]. Please visit the HR portal for more information and to complete your enrollment online.

Contact Information

If you have any questions regarding the healthcare options or need assistance, please reach out to the HR department at [HR Email] or call us at [HR Phone Number].

Thank you for being a valued member of our team!

Sincerely,
[Your Name]
[Your Position]
[Company Name]