

# Benefits Enrollment Deadline Notification

Dear [Employee Name],

We hope this message finds you well. This is a friendly reminder that the deadline for benefits enrollment is approaching.

**Enrollment Deadline: [Date]**

It's important to review your benefits options and ensure that you make your selections before the deadline. If you need assistance or have any questions, please do not hesitate to reach out to the HR department.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]