

Changes in Benefits Enrollment Procedures

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you of important changes to our benefits enrollment procedures that will take effect [Insert Effective Date].

As part of our commitment to improving our employee benefits program, we have updated the enrollment process to make it more streamlined and user-friendly. The key changes include:

- Online enrollment only through [Insert New Portal/Website].
- Enrollment period will now begin on [Insert Start Date] and end on [Insert End Date].
- New benefits options available for selection, including [Briefly List New Benefits].
- Mandatory informational session scheduled on [Insert Date] to discuss the changes in detail.

We encourage you to review the benefits information available on the new platform before the enrollment period begins. If you have any questions, please do not hesitate to reach out to the HR department at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]