

# Reminder: Employee Benefits Enrollment

Dear [Employee's Name],

This is a friendly reminder that the enrollment period for employee benefits is approaching. Please ensure that you complete your enrollment by **[Enrollment Deadline]**.

During this period, you can review and select from a variety of benefits, including:

- Health Insurance
- Dental Insurance
- Retirement Plans
- Life Insurance
- Disability Insurance

For more details, please visit the benefits portal or reach out to the HR department.

Thank you for your attention!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]