

Open Enrollment Period Announcement

Dear [Employee's Name],

We are pleased to announce that the Open Enrollment period for the upcoming year will begin on [start date] and end on [end date]. During this time, you will have the opportunity to enroll in, change, or terminate your health insurance and other benefit plans.

Please take time to review your current benefits and consider your options for the coming year. Detailed information about our available plans, coverage options, and enrollment instructions will be provided in the coming days.

We encourage you to attend the information sessions scheduled during the Open Enrollment period to address any questions you may have.

If you have any immediate questions, please feel free to contact the HR department at [HR contact information].

Thank you,
[Your Name]
[Your Position]
[Your Company]