

Important Announcement Regarding Your Healthcare Plan

Dear [Employee's Name],

We are writing to inform you about an important modification to our healthcare plan that will take effect on [Effective Date].

The changes are as follows:

- **New Benefit:** [Description of new benefit]
- **Modified Coverage:** [Details of modifications]
- **Updated Premiums:** [Information about premium changes]

We believe these modifications will enhance your healthcare experience and provide you with better coverage options.

If you have any questions or need further clarification, please do not hesitate to contact our HR department at [Contact Information].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Company Name]