

Open Enrollment Announcement

Dear Team,

We are pleased to announce that the Open Enrollment period for our employee benefits will begin on **MM/DD/YYYY** and end on **MM/DD/YYYY**. This is your opportunity to review and make changes to your benefit selections for the upcoming year.

During this time, you can enroll in, change, or cancel your health insurance, dental, vision, and other benefits. Please take the time to carefully consider your options to ensure you and your family are covered according to your needs.

Additional information, including plan details and enrollment instructions, will be provided in the upcoming weeks. We strongly encourage you to attend the informational sessions scheduled for **MM/DD/YYYY**.

If you have any questions, please do not hesitate to reach out to the HR department.

Thank you for your attention to this important matter.

Sincerely,

Your Company Name

Human Resources Department