

# Open Enrollment Guidelines

Dear [Employee's Name],

Welcome to [Company Name]! We are excited to have you join our team. As part of your onboarding process, we would like to provide you with important information regarding the open enrollment period for your benefits.

## Open Enrollment Period

The open enrollment period for new hires is from [Start Date] to [End Date]. During this time, you will have the opportunity to enroll in various benefits offered by the company, including:

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

## How to Enroll

You can access the enrollment portal through [link to the portal]. Please make sure to complete your enrollment by the deadline to ensure your benefits are activated.

## Resources

For more information regarding the benefits options, please refer to our benefits guide attached to this email or visit [link to benefits information page].

If you have any questions, feel free to reach out to [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number].

Best regards,  
[Your Name]  
[Your Title]  
[Company Name]