

Open Enrollment Invitation

Dear [Employee's Name],

We are excited to invite you to our virtual Q&A sessions for open enrollment. This is your opportunity to learn more about the benefits available to you and ask any questions you may have.

Session Details:

- **Date:** [Date]
- **Time:** [Time]
- **Platform:** [Zoom/Google Meet/Other]
- **Meeting Link:** [Insert Link Here]

Please RSVP by [RSVP Deadline] to ensure we can accommodate all participants. We look forward to seeing you there!

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