

Open Enrollment Notification

Dear [Employee's Name],

We are pleased to announce that the open enrollment period for our healthcare plans will begin on [Start Date] and end on [End Date]. During this time, you will have the opportunity to review and make changes to your healthcare coverage.

Please take the time to review the available plans and consider your options. We encourage you to visit our benefits portal at [Portal Link] for detailed information on each plan, including coverage options, costs, and provider networks.

If you have any questions or need assistance during the enrollment process, please do not hesitate to contact our HR department at [HR Contact Information]. Our team is here to help you make the best choices for your health and well-being.

Thank you for your attention to this important matter. We look forward to supporting your healthcare needs.

Sincerely,
[Your Name]
[Your Position]
[Company Name]