

Open Enrollment Reminder

Dear [Employee's Name],

This is a friendly reminder that our open enrollment period for benefits selection 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 benefits for the upcoming year.

Please take some time to consider your options, including:

- Health Insurance Plans
- Dental and Vision Insurance
- Flexible Spending Accounts
- Life Insurance Options
- Retirement Plan Contributions

We encourage you to log in to the [Benefits Portal Name] to review your current elections and explore available options. If you have any questions, please do not hesitate to reach out to the HR department at [HR Contact Information].

Thank you for your attention, and we look forward to your participation in the upcoming open enrollment period.

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