

# Important Update: Open Enrollment Policy Changes

Dear [Employee's Name],

We would like to inform you about the upcoming changes to our health insurance policies during the open enrollment period. Please take note of the following updates:

- **Policy A:** Changes in coverage options for dental services.
- **Policy B:** Introduction of a new wellness program.
- **Policy C:** Adjustment in premium rates effective [date].

Open enrollment will begin on [start date] and end on [end date]. During this period, you will have the opportunity to review, update, or change your current health insurance plans.

If you have any questions or need assistance, please reach out to the HR department at [HR contact information].

Thank you for your attention to these changes. We encourage you to review your options carefully.

Sincerely,

[Your Name]

[Your Title]

[Company Name]