

Important Update: Healthcare Enrollment

Dear [Employee Name],

We are excited to announce that the annual healthcare enrollment period is approaching! This is your opportunity to review and update your healthcare coverage options for the upcoming year.

Enrollment Period: [Start Date] to [End Date]

During this time, you can:

- Enroll in a new healthcare plan
- Change your current plan
- Opt out of coverage if eligible

Please take some time to explore your options and make informed decisions. To assist you, we will be hosting an informational session on [Date and Time].

If you have any questions, feel free to reach out to the HR department at [HR Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]