

Health Benefits Clarification - Job Offer

Date: [Insert Date]

To: [Applicant's Name]

Address: [Applicant's Address]

Dear [Applicant's Name],

Congratulations on receiving a job offer for the position of [Job Title] at [Company Name]! We are excited to welcome you to our team.

As part of your employment, we would like to clarify the health benefits available to you:

- Medical Insurance: [Details about the medical insurance plan, coverage, and providers]
- Dental and Vision Coverage: [Details about dental and vision coverage]
- Health Savings Account (HSA): [Information about HSA eligibility and contributions]
- Employee Assistance Program (EAP): [Overview of EAP services]

Please feel free to reach out if you have any questions or require further clarification regarding these benefits.

We look forward to having you on board!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]