

Health Plan Renewal Update

Dear [Employee's Name],

We hope this message finds you well. We are reaching out to inform you about the upcoming renewal of our employee health plan, which will take effect on [Renewal Date].

As part of the renewal process, we have made some updates to the health plan to enhance the benefits available to you and your family. Some of the key changes include:

- Improved coverage for preventive care services
- Expanded mental health support options
- New wellness programs and resources

We encourage you to review the updated plan details on our internal portal. There you will find comprehensive information on benefits, coverage options, and how to enroll or make changes.

If you have any questions or need assistance, please do not hesitate to reach out to the HR department at [HR Contact Information]. We are here to help you navigate these changes.

Thank you for your attention to this matter. We value your contributions to our organization and are committed to supporting your health and well-being.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]