

Benefit Selection Confirmation

Dear [Employee's Name],

We are pleased to confirm your selection of benefits for the upcoming year. Below are the details of your chosen benefits:

Medical Plan

[Details of the selected medical plan]

Dental Plan

[Details of the selected dental plan]

Vision Plan

[Details of the selected vision plan]

Retirement Savings Plan

[Details of the selected retirement savings plan]

If you have any questions or need further assistance, please do not hesitate to contact the HR department at [HR contact information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Company Name]