

# Important Notification: Your Benefit Choices

Dear [Employee's Name],

We would like to inform you about the available benefits options for the upcoming enrollment period. Please review the choices carefully and make your selections by [Deadline Date].

## Available Benefit Options:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Retirement Plan
- Life Insurance

For more details on each option, please visit [Benefits Portal Link] or contact HR at [HR Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]