

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Health Savings Account (HSA) Contribution Notification

We are pleased to inform you about the Health Savings Account (HSA) contributions for the upcoming benefits period. As part of our commitment to supporting your health and wellness, we will be contributing to your HSA in accordance with the company policy.

****Details of Contribution:****

- ****Contribution Amount:**** \$[Amount]

- ****Contribution Frequency:**** [Monthly/Quarterly/Annually]

- ****Effective Date:**** [Start Date]

To maximize the benefits of your HSA, we encourage you to review your eligible medical expenses and consider how this account can work to enhance your healthcare experience.

If you have any questions or need further assistance regarding your HSA or the contributions, please feel free to reach out to the HR department at [HR Contact Information].

Thank you for being a valued member of our team!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Company Contact Information]