

**\*\*Subject:\*\*** Open Enrollment Period Notification

Dear [Employee Name/Team],

We are excited to announce that the Open Enrollment period for our employee benefits will begin on [Start Date] and will end on [End Date]. During this time, you will have the opportunity to review and make changes to your current benefits.

**\*\*Key Details:\*\***

- **\*\*Enrollment Period:\*\*** [Start Date] to [End Date]
- **\*\*Benefits Available:\*\*** [List of Benefits]
- **\*\*How to Enroll:\*\*** [Instructions on how to enroll or make changes]
- **\*\*Important Dates:\*\*** [Any deadlines or important meetings]

Please take the time to review your current benefits and consider any changes you may wish to make. For more information, visit [link to employee benefits portal] or contact [HR representative/contact information].

Thank you for your attention!

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]