

****Employee Open Enrollment Announcement****

****Subject:**** Important: Open Enrollment Period Announcement

Dear [Company Name] Team,

We are excited to announce that the Open Enrollment period for our employee benefits will begin on [Start Date] and end on [End Date]. This is your annual opportunity to review and make changes to your health insurance, dental, vision, and other benefit plans.

****Key Details:****

- ****Open Enrollment Dates:**** [Start Date] to [End Date]
- ****Benefits Overview Meeting:**** [Date & Time] at [Location/Zoom Link]
- ****Key Changes for 2024:****
 - [Briefly outline key changes]

To assist you in making informed decisions, we encourage you to review the benefits guide attached and visit our HR portal at [HR Portal Link]. Additionally, our HR team will be available for individual consultations throughout the enrollment period.

Please ensure that you complete your selections by [End Date] to avoid any gaps in coverage.

Thank you for your attention, and we look forward to supporting you during this enrollment period!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]
