

[Your Company Letterhead]

[Date]

Dear Team,

We are pleased to announce that the open enrollment period for our employee benefit plans will begin on [start date] and will end on [end date]. This is an important time for you to review and make any changes to your benefits for the upcoming year.

During open enrollment, you will have the opportunity to:

- Enroll in or change your health insurance plan
- Review and adjust your retirement contributions
- Sign up for additional benefits such as dental and vision coverage
- Update your contact and beneficiary information

Please take the time to carefully consider your options and choose the plans that best meet your needs. Detailed information regarding the available plans, costs, and instructions on how to enroll will be provided in the coming days.

We will also host information sessions on [dates/times] to answer any questions you may have and help you navigate the choices available.

Thank you for your attention to this important matter. We encourage you to make informed decisions for you and your family during this open enrollment period.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]