

[Your Company/Organization Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Open Enrollment Reminder

We hope this message finds you well. This is a friendly reminder that the open enrollment period for our benefits program will begin on [start date] and end on [end date]. During this time, you will have the opportunity to review and make changes to your current benefits.

Please take the time to review the benefits options available to you.

Detailed information regarding our programs can be found on [mention where to find the benefits information, e.g., company intranet, HR portal, etc.].

If you have any questions or need assistance, feel free to reach out to the HR department at [HR contact information].

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]