

[Your Company Logo]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

Dear [Employee Name],  
Subject: Open Enrollment Update for [Year]

We are excited to announce the upcoming open enrollment period for our employee benefits program. This is an important time for you to review your benefits options and make any necessary changes to your coverage.

**\*\*Open Enrollment Dates:\*\***

Start Date: [Start Date]

End Date: [End Date]

During this period, you will have the opportunity to:

- Review your current benefits
- Enroll in new plans
- Change or cancel existing plans
- Add or remove dependents

**\*\*What's New This Year:\*\***

- [Briefly outline any changes to plans, new offerings, or updated policies.]

**\*\*Important Reminders:\*\***

- Ensure you have all necessary documents ready for enrollment.
- Attend our informational sessions on [dates and times] for more details.
- Contact [HR Representative's Name] at [HR Representative's Email/Phone Number] if you have any questions.

We encourage you to take this time to carefully consider your options and make well-informed decisions regarding your benefits.

Thank you for being a valued member of our team!

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]