

**\*\*Subject:\*\* Important: Open Enrollment Period is Here!**

**\*\*Dear [Team/Employees/Staff],\*\***

We are excited to announce that the Open Enrollment period for our [Health Benefits/Insurance Plan] will begin on [start date] and run through [end date]. During this time, you have the opportunity to review your current health plans and make changes for the upcoming year.

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

- **\*\*Open Enrollment Dates:\*\*** [Start Date] - [End Date]

- **\*\*What's Changed:\*\*** [Briefly describe any changes to plans or benefits]

- **\*\*How to Enroll/Change Your Plan:\*\*** [Instructions or links to enrollment resources]

- **\*\*Information Sessions:\*\*** [Dates and times of information sessions, if applicable]

Please take the time to review your options and make informed decisions regarding your health benefits. If you have any questions or need assistance, feel free to reach out to [HR contact name/department] at [contact information].

Thank you for your attention!

Best,

[Your Name]

[Your Job Title]

[Your Company]

[Contact Information]