



Open Enrollment *Letter*





Open enrollment is a very important time for employees. It is often only time of year when they can make selections for employer-provided benefits including health insurance, dental, vision, life insurance, flexible spending and disability coverage. This letter is just one way to clearly communicate.

29%

29% of employees report having left a job or rejecting a job offer due to the benefits offered

Ensure you are clearly communicating employee benefits. This Open Enrollment Letter can be used to inform employees of their open enrollment timeline, options available and an appropriate contact person.

How to Use this Document:

Once downloaded, you will first see the sample open enrollment letter. Following this is a second version with fully editable text so you can customize the policy to the needs of your organization.

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SAMPLE - OPEN ENROLLMENT LETTER

[Company]

[Date]

Dear [Company] Benefits-Eligible Employee:

[Company] is pleased to announce that Open Enrollment [Year] – [Year] will begin [Date] and end [Date]. Open enrollment information and forms / instructions are enclosed.

Employees making changes to their health insurance plan or supplemental benefits, such as [life insurance, long term disability, short term disability, flexible spending arrangements], or who have a change in their benefits usage status, must submit the appropriate forms or enroll online by the [Date], deadline; NO forms will be accepted after that date for open enrollment purposes.

Please take a moment to read all material enclosed as there have been a variety of changes to the open enrollment processes. For updated information, please refer to the open enrollment page at [Web Address].

Included in this mailing is your Employee Benefits Deduction Summary and short explanation of those benefits listed for your reference. This summary includes deductions on file as of [Date].

Forms may be dropped off to the Office Manager/Human Resources Representative at [Location] [Day] – [Day] from [Time] to [Time], or e-mailed by the deadline above.

To assist [Company] employees in understanding the benefits offered to them and options to save money through employee benefits, we will be offering benefits information sessions at various dates and locations listed with this letter. Employees may register by calling [Phone Number] or e-mailing [Email Address].

Employees who cannot attend one of these sessions may meet with the Office Manager/Human Resources Representative to drop off their form(s) or address questions or concerns directly.

Questions or concerns? Please feel free to contact the Office Manager/Human Resources Representative by calling [Phone Number] or e-mailing [Email Address].

Sincerely,

[Signature]

[Office Manager/HR Representative]

OPEN ENROLLMENT LETTER



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