



Open Enrollment *Letter*





Open enrollment is an especially important time for employees. It is often the only time of year they can make selections for employer-provided benefits including health, dental, vision, and life insurance; flexible spending accounts; and disability coverage. This letter is just one way to clearly communicate the specifics of your company's open enrollment process.

22%

**22% of employees report having left a job
or rejecting a job offer due to the benefits offered.**

— *CareerPlug*

This Open Enrollment Letter can help ensure you are clearly communicating employee benefits by informing employees of their open enrollment timeline, outlining the options available, and an providing an appropriate contact person.

How to Use this Document:

Once downloaded, you will first see the sample open enrollment letter. Following the sample 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 we have made a variety of changes to your benefits options and the open enrollment process. For updated information, please refer to the open enrollment page at [URL].

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

Your benefit election 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.

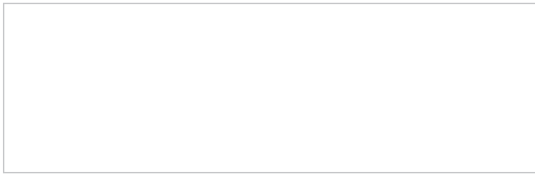
To assist [Company] employees in understanding the benefits offered and options to save money, we will be offering benefits information sessions at various dates and locations listed in this letter. You may register by calling [Phone Number] or e-mailing [Email Address]. Employees who cannot attend one 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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Paycor's human capital management (HCM) platform modernizes every aspect of people management, from recruiting, onboarding and payroll to career development and retention, but what really sets us apart is our focus on leaders. For more than 30 years we've been listening to and partnering with leaders, so we know what they need: a unified HR platform, easy integration with third party apps, powerful analytics, talent development software, and configurable technology that supports specific industry needs. That's why more than 29,000 customers trust Paycor to help them solve problems and achieve their goals.



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