

Benefits Enrollment Reminder Email

Subject: Benefits Enrollment Deadline - Action Required

Dear [Employee Name],

As you settle into your new role, we want to remind you about your benefits enrollment deadline.

You are eligible to enroll in the following benefits effective [Date]:

- Health Insurance (Medical, Dental, Vision)
- Retirement Plan (401k with company match)
- Life Insurance
- Disability Insurance
- Flexible Spending Accounts

Enrollment Deadline: [Date] - This is [X] days away!

To enroll:

1. Log into the benefits portal at [URL]
2. Review the benefits guide (attached)
3. Select your coverage options
4. Designate beneficiaries
5. Submit your enrollment by the deadline

If you miss this deadline, you will have to wait until the next open enrollment period ([Month/Year]) unless you experience a qualifying life event.

Our benefits team is available to answer questions and help you make informed decisions. Schedule a one-on-one consultation by replying to this email or calling [Phone Number].

Benefits Orientation Session: [Date and Time] in [Location/Virtual Link]

Don't leave this to the last minute - your health and financial security matter!

Best regards,

[Benefits Coordinator Name]

HR Department

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