

Professional Email for Internal Scheme

Subject: New Employee Benefit Scheme – [Scheme Name]

Dear Team,

We are excited to introduce [Scheme Name], effective [start date]. This scheme is designed to provide [benefits], and all eligible employees are encouraged to participate.

Please review the attached guidelines for registration procedures and deadlines. Should you have any questions, feel free to contact [HR/Support Contact].

Best regards,

[Your Name]

[Title]

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