

Benefits Open Enrollment Document

Welcome to the Benefits Open Enrollment period. Review the information below to learn about your benefit options, eligibility, and enrollment instructions.

Overview

- Open Enrollment Dates: **[Start Date]** – **[End Date]**
- Eligibility: All full-time and qualifying part-time employees
- Enrollment Method: [Online Portal/HR Submission]

Available Benefits

Benefit Type	Plan Options	Employee Contribution
Medical Insurance	Plan A, Plan B, Plan C	[Varies by plan]
Dental Insurance	Plan D, Plan E	[Varies by plan]
Vision Insurance	Plan V	[Varies by plan]
Flexible Spending Accounts	Healthcare, Dependent Care	Employee-selected
Life Insurance	Basic, Voluntary	[Varies]

What’s New This Year?

- Updated medical plan options
- Improved telehealth services
- Increased employer contribution to HSA

Important Instructions

1. Carefully review all benefit plan details and costs.
2. Access the enrollment portal at [\[Link\]](#).
3. Complete your choices before the enrollment deadline.
4. Submit any required documentation for dependents.
5. Contact HR with any questions or for assistance.

Contact Information

Human Resources
Email: [\[hr@email.com\]](mailto:hr@email.com)
Phone: [HR Phone Number]

Employee Signature

Date

