

To,  
The Manager  
[Insurance Company Name]  
[Branch Address]

Date: [Date]

**Subject: Intimation for Addition of Employee under Group Insurance Policy**

Dear Sir/Madam,

We wish to inform you about the addition of the following employee under our Group Insurance Policy (Policy No.: [Policy Number]). Please find below the details of the employee to be added:

<b>Employee Name</b>	[Employee Name]
<b>Employee ID</b>	[Employee ID]
<b>Designation</b>	[Designation]
<b>Date of Joining</b>	[Date of Joining]
<b>Date of Birth</b>	[Date of Birth]
<b>Sum Insured</b>	[Sum Insured]

We request you to kindly add the above-mentioned employee to our Group Insurance Policy with immediate effect.

Thank you for your support and cooperation.

Yours sincerely,  
[Authorized Signatory Name]  
[Designation]  
[Company Name]