

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:

Employee Name	[Employee Name]
Employee ID	[Employee ID]
Designation	[Designation]
Date of Joining	[Date of Joining]
Date of Birth	[Date of Birth]
Sum Insured	[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]