



PeoplePro

HR SOLUTIONS

Human Resources | Training & Development | Recruiting



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OPEN ENROLLMENT LETTER

SAMPLE - OPEN ENROLLMENT LETTER

[Company]

{[ate]}

Dear [Company] Benefits-Eligible Employee:

{Company} is pleased to announce that Open Enrollment [Year] - [Year] will begin [Date] and end [Date]. Open enrollment information and forms/instructions are enclosed.

Employees making changes to their health insurance plan or supplemental benefits, such as [life insurance, long term disability, short term disability, flexible spending arrangements], or who have a change in their benefits usage status, must submit the appropriate forms or enroll online by the [Date] deadline; NO forms will be accepted after that date for open enrollment purposes.

Included in this communication is your Employee Benefits Deduction Summary and a brief explanation of those benefits listed for your reference. This summary includes your deductions on file as of [Date].

Your benefit election forms may be dropped off to the Office Manager/Human Resources Representative at [Location] [Day] - [Day] from [Time] - [Time] or e-mailed by the deadline above.

To assist [Company] employees in understanding the benefits offered and options to save money, we will be offering benefits information sessions at various dates and locations listed in this letter. You may register by calling [Phone Number] or e-mailing [Email Address]. Employees who cannot attend one of these sessions may meet with the Office Manager/Human Resources Representative to drop off their form(s) or address questions or concerns directly.

Questions or concerns? Please feel free to contact the Office Manager/Human Resources Representative by calling [Phone Number] or emailing [Email Address].

Sincerely,

[Signature]

[Office Manager/HR Representative]

WE PROVIDE SOLUTIONS

PeoplePro HR Solutions was launched with a clear mission: to elevate businesses, HR professionals and people leaders. Our approach is to provide customized HR solutions that support your business's growth.

About Us!

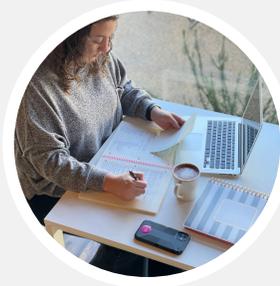
PeoplePro HR Solutions was launched with a clear mission: to elevate businesses, HR professionals and people leaders. Our approach is to provide customized HR solutions that support your business's growth. As your dedicated HR consulting partner, we're involved in all the key aspects needed to streamline your workforce management and enhance business performance. At the heart of it, we view ourselves as an extension of your team, equally invested in your success.



I'm an HR professional with a passion for guiding businesses towards optimal human resources strategies. With a Bachelor's Degree from Mississippi State University and over 15 years of dedicated experience in the field, my expertise spans various sectors, from small businesses to corporations. My commitment to excellence is proven by my SHRM-CP & PHR certifications, representative of my comprehensive understanding of HR principles and practices.

HR Business Services

- Human Resources
- Safety Management
- Workplace Investigations
- Policy & Procedure Development & Implementation
- HR Legal (Unemployment, EEOC, OSHA, FMLA, Notary, etc.)
- Strategic Leadership & Organizational Development
- Compliance & Risk Management
- Employee Engagement & Retention



Recruiting

- Flat 10% Fee
- Free Replacement Guarantee
- Comprehensive Screening
- Permanent Placement Only



Training & Development

- Leadership Training
- Workforce Training
- Professional Development Training
- HR Training for Non-HR Professionals
- HR & Business Coaching

