**Sample Employee Emails for Open Enrollment**

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| **Save the Date for OE**  *Pro-Tip: Send meeting invites for Open Enrollment kick-off, events, and deadline date.* |

**Save the Date for Benefits Open Enrollment!**Open enrollment starts <insert date> and concludes on <insert date>.

Hi <Insert Company Name> Team,

Open Enrollment is starting soon, and will be your once-a-year opportunity to review current benefit elections and make changes such as:

* Review and change benefit plans
* Enroll/decline coverage
* Add or drop dependents
* Enroll in voluntary benefits
* Enroll/Re-enroll in Flexible Spending Accounts such as Health care, dependent care, and commuter benefits

**Open Enrollment Kick-Off**Learn about our 2021 plan changes, deadlines, and what you need to do.

* Date & Time
* Location and/or Webinar/Virtual Conference link (Zoom, WebEx, etc.)
* Presentation will be recorded & shared out afterwards.

**Speak with our Carriers and/or Benefits Brokers**Have questions about our plans? Plan to attend one of our carrier and broker sessions. These presentations will be recorded, and we will send calendar invites shortly.

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| **Event** | **Date** | **Time** | **Location** |
| OE Kick-Off / Presentation |  |  | Room or Webinar Link |
| Carrier / Broker Virtual Presentation |  |  |  |
| Carrier / Broker Onsite Presentation |  |  |  |
| Open Enrollment Ends |  |  |  |

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| EMAIL 2: Reminder of Upcoming OE End Date |

Hi Team,

**Open enrollment selections need to be complete by <INSERT DATE>.**

As a reminder, all eligible employees must complete the open enrollment process, **even if you are declining coverage.**

Open enrollment is your opportunity to:

* Review and change benefit plans
* Enroll/decline coverage
* Add or drop dependents
* Enroll in voluntary benefits
* Enroll/Re-enroll in Flexible Spending Accounts such as Health care, dependent care, and commuter benefits

**How do I complete Open Enrollment?**

We use Zenefits to manage our HR, Benefits, and Payroll. You can log into Zenefits on your computer at [www.zenefits.com](http://www.zenefits.com), or through the Zenefits mobile app (available for both iPhone and Android).

**Why do I need to do Open Enrollment by <insert date>?**

Once open enrollment closes you will not be able to make changes to your benefits unless you experience a Qualified Life Event. So it's important that any changes you wish to make takes place before the end of the day, <insert date>.

**What if I have questions?**

Attend a session or contact our HR team!

* Open Enrollment Sessions
  + List remaining OE sessions, dates, and locations (or link to the recording)
* View benefit plans by logging into [Zenefits](http://www.zenefits.com) (via desktop or Zenefits mobile app)
* [Zenefits Help Center](https://help.zenefits.com/)
* Reach us at <insert HR email>

Happy Enrolling!

People & Talent Team