

Subject: Welcome to [Agency Name] - Your Employee Benefits Partnership

Dear [HR Administrator Name],

On behalf of the entire team at [Agency Name], welcome! We are thrilled to partner with [Client Company Name] as your dedicated insurance agency for group benefits.

Our goal is to make your job easier by providing expert guidance, streamlined administration support, and proactive service for your employee benefit programs. We understand that HR administrators are the backbone of a successful benefits strategy, and we are here to support you every step of the way.

Your Dedicated Service Team:

- **Account Manager:** [Name] - [Email Address] - [Phone Number]
- **Benefits Consultant:** [Name] - [Email Address] - [Phone Number]
- **Claims/Eligibility Support:** [Name/Department] - [Email Address]

What You Can Expect From Us:

- Assistance with open enrollment planning and execution.
- Support with daily eligibility changes, billing inquiries, and claims resolution.
- Regular compliance updates and legislative alerts.
- Strategic annual renewals and market analysis.

We have attached a "Quick Reference Guide" with carrier contact information and a summary of your current plan designs for your convenience.

We will be reaching out shortly to schedule a brief introductory meeting to review your upcoming calendar and any immediate priorities you may have. In the meantime, please do not hesitate to contact us with any questions.

Welcome to the [Agency Name] family. We look forward to a long and successful partnership.

Best regards,

[Your Name]
[Your Title]
[Agency Name]