

Date: [Date]

To: [Employee Name]  
[Employee ID / Department]

Subject: Welcome to Your Group Health Insurance Plan

Dear [Employee Name],

We are pleased to welcome you to the [Company Name] Comprehensive Group Health Insurance Policy. Protecting your health and well-being is a top priority for us, and this plan has been designed to provide you and your eligible dependents with extensive medical coverage.

### **Your Policy Details:**

- **Policy Number:** [Policy Number]
- **Insurance Provider:** [Insurance Company Name]
- **Coverage Start Date:** [Effective Date]
- **Plan Type:** [Plan Type, e.g., PPO/HMO/Comprehensive]

### **What is Included:**

Your comprehensive plan includes coverage for:

- In-patient hospitalization and surgical procedures.
- Out-patient consultations and diagnostic tests.
- Emergency medical services and ambulance transportation.
- Prescription medication benefits.
- [Optional: Maternity, Dental, and Vision benefits].

### **Next Steps:**

1. **Review Your Member Kit:** Please find the attached Summary of Benefits for a full list of inclusions and exclusions.
2. **Access Your Digital ID Card:** You can download your health card via the [Insurance Provider] mobile app or web portal.
3. **Locate Network Providers:** Visit [Provider Website URL] to find a list of cashless hospitals and clinics in your area.

If you have any questions regarding your enrollment or coverage details, please contact the HR Department at [HR Phone/Email] or reach out to the insurance helpdesk at [Insurance Contact Number].

Stay healthy and well.

Best regards,

[Sender Name]  
[Title/Position]  
[Company Name]