

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Welcome to Your New Group Health Plan

Dear [Employee Name],

We are pleased to announce that [Company Name] is implementing a new group health insurance plan effective [Start Date]. Our goal is to provide you and your family with comprehensive and affordable healthcare coverage.

Provider Information:

Our new plan is provided through [Insurance Company Name]. This transition is part of our commitment to supporting your overall well-being.

Next Steps for You:

- **Review Your Materials:** Attached to this letter is a summary of benefits and coverage (SBC).
- **Member ID Cards:** Your physical ID cards will be mailed to your home address by [Date]. Digital cards can be accessed via the [Insurance Company Name] mobile app.
- **Find a Provider:** You can check if your current doctors are in-network by visiting [Website URL].

Informational Meeting:

We will host a Q&A session regarding the new plan on [Date] at [Time] in [Location/Link].

If you have any questions regarding this transition, please contact the HR Department at [Phone Number] or [Email Address].

Thank you for being a valued member of the [Company Name] team.

Best regards,

[Name]
[Title]
[Company Name]