

[Date]

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

# Welcome to Your New Group Health Benefits Plan

Dear [Employee Name],

We are pleased to announce that [Company Name] has officially launched our new enterprise group health benefits program. We are committed to supporting your well-being and are excited to offer this comprehensive coverage through [Insurance Provider Name].

Your coverage is effective as of [Effective Date].

## What is included in your plan:

- Medical Insurance
- Dental and Vision Coverage
- Prescription Drug Benefits
- [Additional Benefit, e.g., Mental Health Support]

## Next Steps for You:

1. **Review Your Plan:** Please read the attached Summary of Benefits for details on co-pays, deductibles, and network providers.
2. **Access Your Digital ID:** You can download your insurance card by logging into the member portal at [Website URL].
3. **Physical Cards:** Your physical insurance cards will arrive via mail at your home address within [Number] business days.

If you have any questions regarding your enrollment or the specific details of your plan, please contact the HR Department at [Phone Number] or email [Email Address].

Thank you for being a valued member of our team.

Best regards,

[Name]  
[Title]  
[Company Name]