

[Date]

To All Employees,

Subject: Announcement of New Preferred Insurance Provider

We are pleased to announce that [Company Name] has selected [Insurance Provider Name] as our new preferred insurance provider, effective [Start Date].

After a thorough review of various options, we have chosen [Insurance Provider Name] because they offer comprehensive coverage options, a wide network of healthcare professionals, and competitive rates that align with our commitment to employee well-being.

What this means for you:

- **New Benefits:** Access to [List key benefits or features].
- **Enrollment Period:** The open enrollment period will begin on [Start Date] and end on [End Date].
- **Informational Sessions:** We will host Q&A sessions on [Date/Time] via [Location/Platform] to answer your questions.

Enclosed/Attached you will find the summary of benefits and instructions on how to transition your current coverage or sign up for new plans. Please review these materials carefully.

If you have any immediate questions, please contact the Human Resources department at [Phone Number] or [Email Address].

Best regards,

[Name]

[Title]

[Company Name]