[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Scheduling Your Annual Benefits Account Review

Dear [Employee Name],

It is time for your annual benefits account review. This meeting is designed to help you understand your current coverage, update your beneficiaries, and ensure you are maximizing the benefits offered by [Company Name].

During this review, we will discuss:

- Health and dental insurance selections
- Retirement plan contributions and performance
- Life and disability insurance coverage
- Flexible Spending Account (FSA) or Health Savings Account (HSA) balances
- Any recent life events affecting your eligibility

Please use the link below to schedule a 30-minute meeting with a benefits representative by [Deadline Date]:

[Link to Scheduling Tool/Calendar]

If you prefer to schedule via phone, please contact the HR department at [Phone Number] or reply to this email.

We look forward to helping you manage your benefits for the upcoming year.

Best regards,

[Your Name]
[Your Title]
[Company Name]