[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

Dear Employees,

As we approach our upcoming Open Enrollment period, we want to share an update regarding our health benefits strategy for the new plan year. After reviewing the rising costs of traditional group health insurance, [Company Name] has decided to implement an alternative strategy to provide more flexibility and value for your healthcare needs.

Starting on [Effective Date], we will be moving to the following model:

[Option 1: ICHRA/QSEHRA Model]
Instead of a one-size-fits-all group plan, the company will provide a monthly tax-free stipend of $[Amount] to help you purchase an individual health insurance plan that best fits your family's needs and doctor preferences.

[Option 2: Level-Funded or High Deductible Plan with HSA]
We will transition to a plan that pairs lower monthly premiums with a company-funded Health Savings Account (HSA). This allows you to build a tax-advantaged savings fund for future medical expenses.

Next Steps:

- **Informational Meeting:** We will hold a meeting on [Date] at [Time] to explain how this new system works.
- **Enrollment Portal:** You can access your options and selection tools at [Link/Website] starting [Start Date].
- **Deadline:** All benefit elections must be completed by [Deadline Date].

Our goal is to ensure you have access to quality care while maintaining a sustainable benefits program. If you have any questions, please contact [HR Name/Department] at [Phone/Email].

Sincerely,

[Name]
[Title]
[Company Name]