Dear [Employee Name],

At [Company Name], we are committed to providing a benefits package that supports your health, well-being, and financial security. As part of our ongoing strategy to optimize our offerings, we are introducing an off-cycle update to our benefits program.

What is Changing?

Effective [Effective Date], we are introducing [mention specific change, e.g., a new voluntary benefits platform / a high-yield health savings initiative / specific alternative insurance carrier]. This adjustment is designed to provide you with more flexibility and better value outside of our standard annual renewal period.

Alternative Open Enrollment Period

To allow you to take advantage of these new options, we are opening an Alternative Open Enrollment period:

- **Start Date:** [Start Date]
- **End Date:** [End Date]

During this window, you will be able to [mention actions, e.g., enroll in new voluntary plans / adjust your current contributions / switch to the alternative plan]. Please note that if you do not wish to make changes, your current core elections will remain in effect.

Information Sessions

We will be hosting brief informational webinars on [Date] at [Time] to explain these new options and answer your questions. You can join via the following link: [Link].

How to Enroll

Please log in to the [Enrollment Portal Name] at [URL] to review your personalized options and submit your elections before the deadline.

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

Best regards,

[Name]
[Title]
[Company Name]