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

Dear [Employee Name],

Subject: Important Update Regarding Your Health Benefits and Early Renewal

We are writing to inform you of an important strategy regarding our company health insurance plan for the upcoming year. To ensure we maintain the most competitive rates and provide you with the best possible coverage options, [Company Name] has elected to implement an **Early Renewal** strategy.

What is Early Renewal?
By renewing our policy effective [Early Renewal Date] rather than our standard anniversary date, we are able to lock in current premium rates and avoid potential market increases. This allows us to maintain the quality of your benefits while managing costs effectively for everyone.

Open Enrollment Alternative
Because we are moving our renewal date forward, our standard Open Enrollment period will also change. This period will now serve as your opportunity to review your current selections and make adjustments for the new plan year. This is your alternative window to:

- Enroll in a new health plan.
- Add or remove dependents.
- Change your coverage levels.
- Update your life insurance or disability beneficiaries.

Important Dates:
- Enrollment Period Begins: [Start Date]
- Enrollment Period Ends: [End Date]
- New Plan Effective Date: [Effective Date]

Next Steps:
Please review the attached benefit summary for the [Year] plan year. If you do not wish to make any changes, your current elections will [automatically carry over / require re-enrollment].

If you have questions regarding these changes or how to navigate the enrollment portal, please contact the Human Resources department at [Phone Number] or [Email Address].

Thank you for your continued hard work and dedication.

Sincerely,

[Name]
[Title]
[Company Name]