**Open Enrollment starts [Insert Date]! Here’s what you need to know:**

[Company name or “We”] will be using Ease to manage our Open Enrollment for the upcoming plan year. This is your chance to enroll in or make changes to your benefits. After the Open Enrollment, you won’t be able to make any changes until next year unless you have a qualifying event so make sure you carefully consider the options.

Effective [Date], we are offering the following coverages and carriers:

* Medical: [Insert Carriers]
* Dental: [Insert Carriers]
* Vision: [Insert Carriers]
* Life: [Insert Carriers]

[Company Contributions] Sample: There are no changes to ABC Company’s contribution. We will continue to contribute 100% of the Employee premium and 50% of the Dependent premium on the Base Plan.

Ease will capture all the necessary information and display our plans and what the Per Pay Period deductions are. Once you’ve completed all the information and select your plans, you’ll electronically sign the application(s).

Our Ease site will be live for Open Enrollment from [Start Date] to [End Date]. You will receive a separate email from Ease that will have a link for you to sign in.

Please contact [HR Contact] if you do not receive an email by [Date].