[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

**To All Employees**,

**Subject:** Notification of Changes to Employee Benefits

Dear Team,

We are writing to inform you of upcoming changes to our employee benefits program, which will take effect on [Effective Date]. These adjustments are part of our ongoing efforts to enhance the overall value and sustainability of the benefits we provide to our team.

Summary of Changes

1. [Benefit Type, e.g., Health Insurance]:
* Current Plan: [*Brief description of current coverage or benefit*].
* New Plan: [*Brief description of new coverage or benefit, including key changes, e.g., “expanded network of providers” or “adjusted premium contributions”*].
1. [Benefit Type, e.g., Retirement Plan]:
* Current Plan: [*Brief description of current plan*].
* New Plan: [*Brief description of new plan, including specific updates, e.g., “increased employer matching from X% to Y%”*].
1. [Additional Benefit Changes, e.g., Paid Time Off or Wellness Programs]:
* [*Explain updates, e.g., “Additional PTO days will be added for employees with over X years of service.”*]

**Next Steps**

We encourage all employees to review these changes and consider how they may impact you. To assist with this, we will be hosting informational sessions on [Date(s)] at [Location or Virtual Meeting Platform Details]. During these sessions, representatives from our benefits team will be available to answer your questions and guide you through the changes.

For more detailed information, please refer to the updated [Employee Benefits Guide/Policy Document], which is attached to this notification and available on [Company Intranet/HR Portal].

If you have any questions or need further clarification, please contact [HR Contact Name] at [Email Address/Phone Number].

We appreciate your understanding and cooperation as we implement these changes to better support your needs and ensure the continued success of our benefits program.

Yours sincerely,

[NAME]

[TITLE]

[COMPANY NAME]

Signature: .........................................