{Date}

To: **{Name}**
{Address}
{City, State, Zip}

Dear **{Recipient}**,

{Business Name} is pleased to announce a company-wide policy change concerning employee benefits. The new system will allow all full-time employees to **{choose their own benefits, get supplemental benefits, etc.}**

We have introduced this new policy due to the significant amount of feedback we have received over the last few years. Enclosed is information on the new benefits as well as instructions on ways to change or update the current policies.

We are very excited to get this new program off the ground, and we look forward to your continued feedback.

Sincerely,

{Sender}