

«TODAY»

«Employee Name»
«Employee Address»

Dear «Employee First Name»:

Health insurance is provided as one of the benefits of your employment with Hobble Creek Publishing. The insurance policy is through TLC Insurance and will cover you, your spouse, and any minor children. Your insurance coverage will begin «IF DAY OF(Hire Date) = 1»«Hire Date»«ELSE IF MONTH OF(Hire Date) != 12»_____«ELSE»«December Insurance Effective Date»«END IF».

Enclosed you will find the application forms and an in-depth explanation of the policy. Please return the forms to me by «Response Date». If you have any questions, feel free to ask me.

Sincerely,

Rose Palfreyman
Benefits