

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

To: Employee
From: Employer
Subject: Authorization to Participate in Medical Plan
Date:

Dear _____ :

You have successfully completed your 90 day probation period. You are now eligible to participate in the company's medical plan. If you wish to enroll, please contact the Human Resources Department for the appropriate paperwork.

Sincerely,