

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

		Return address:
		Company
	Date	Address Line 1
Name		Address Line 2
Address Line		City, State Zip Code
City, State Zip Code		

Re: Introduction to a New Benefit

Dear :

We are pleased to introduce a new benefit to the employees of {name of business}. Becoming effective immediately, all full-time employees are eligible to {name of benefit}. If you have any questions, please contact the Benefits Department.

Sincerely,

N A M E