Email #3: One day before open enrollment ends (for passive enrollment)

Subject:
LAST CHANCE: Open enrollment ends tomorrow!

Body:
Our two-week open enrollment period ends tomorrow, [MONTH DATE, YEAR].

Remember that open enrollment only happens once a year, so this is your last chance to act!
We encourage you to take the following steps today:
- **Review** the current benefits offerings available to you and your eligible family members and your current plans.
- **Watch** a recorded educational session to learn more about the benefits offerings.
- **Enroll** in your selections via our benefits enrollment portal. [INCLUDE LINK]

Keep in mind that once open enrollment ends, **you cannot make changes to your coverage during the year** unless you experience a qualifying event.

Review the benefits offerings
For the new plan year, we're once again offering a comprehensive and valuable benefits program. Review the attached guide to this year's offerings here [ATTACH GUIDE].

Watch an educational session
Watch this educational webinar to learn more about the benefits offerings for the new plan year. [INCLUDE LINK TO RECORDING]

Enroll online
The last step – due tomorrow – is to make your final benefits selections through our benefits enrollment portal. Note that there are no changes to the plans in the new plan year. While we encourage you to review your benefits, this enrollment is passive. **If you don't make changes in the benefits enrollment portal, all benefits remain the same for the new plan year.**

- Click here for instructions on how to enroll. [INCLUDE LINK TO INSTRUCTIONS]
- Access our benefits enrollment portal here. [INCLUDE LINK OR WHERE TO FIND PORTAL]
- Remember to review your selections carefully. Changes cannot be made after the deadline.

Benefits elections will become effective [INSERT DATE] through [INSERT DATE].

Contact your benefits team with questions
Your benefits team is here to help! Contact us with any benefits or enrollment-related questions at [INSERT EMAIL AND/OR PHONE].