**Email #2: Enrollment Meeting Reminder**

*Send this email a few days in advance of your company’s benefits enrollment meeting. Download this template from RenaissanceForEmployers.com and personalize with your company’s enrollment meeting information.*

Subject: A mandatory benefits meeting reminder

<First Name>,

You have the opportunity to enroll in <dental>, <vision>, <life> and <disability> insurance through our partner Renaissance. <Company> is excited to offer <this/these> ancillary insurance product<s> to you because <it/they> can help you stay healthy and save money!

Your chance to learn about the current offering is at <this/one of these> mandatory meeting(s):

* Date, time, location
* Date, time, location
* Date, time, location

At the meeting you will learn about your benefits, get your questions answered and find out how to enroll.

Your attendance is required.

See you at the meeting.

<Signature>

P.S. If you have any questions, contact <Benefits Manager>.