

Benefits Orientation: *Sample Welcome Letter*

Human Resources requests that units and departments send a welcome letter that includes introductory Benefits information to each new employee hired. Sample text for such a letter is provided below. Please type this text onto your unit or department's letterhead and make any necessary revisions.

Welcome to the University of Illinois!

The [INSERT DEPARTMENT NAME HERE] is pleased to welcome you as a new employee and looks forward to your first day of employment.

The benefits you may be eligible for as an employee of the University are extensive. To allow you enough time to review benefit plans and make your benefits decisions, we have compiled some benefits information materials for you to review prior to your first day at the University. Included with this letter is a *Benefits Enrollment Checklist*. This checklist provides enrollment procedures and deadlines, as well as contact information if you have questions. Following this checklist will facilitate proper enrollment in your benefit plan choices, within the required timeframes. Certain benefits have very limited timeframes in which to enroll, so it is crucial that you review these materials thoroughly to meet the time-sensitive requirements.

The Benefits Service Center will be sending you information about attending a Benefits Insurance Orientation Session. We recommend that you attend this orientation session during your first week of employment. These sessions provide an overview of the benefits you will receive as an employee and helpful information to consider when making your benefit plan selections.

If you have any questions about the enclosed materials, please feel free to contact the Benefits Service Center toll-free at 1-866-669-4772 (or 265-5620 in Urbana-Champaign). Counselors will be available to answer your benefits questions.