

Sample employee announcement letter
to be printed on employer letterhead

(Date)

Dear Employee:

Mortgage payments, car payments, utility and grocery bills...none of these stop if you become disabled and can't work. If you were unable to work because of an accident or sickness, would you be financially prepared?

We're pleased to introduce a valuable new employee benefit that could help you meet these costs if disability strikes you...voluntary short-term disability insurance from Assurant Employee Benefits. This coverage provides a weekly income to you if you are disabled. You simply pay for it through convenient payroll deductions. Plan highlights include:

- 60% of weekly pre-disability earnings to a \$500 weekly maximum
- payments after the 8th day for an accident; the 8th day for sickness
- coverage for pregnancy and non-occupational injury or sickness
- competitive group rates
- and coverage that is guaranteed issue (no medical questions to answer for timely applicants).

Enrollment meetings will be held at time a.m./p.m. on date in place. Please plan to attend. This disability plan will help you care for yourself and your family should you become disabled--and it's available now at affordable rates! We urge you to take advantage of this excellent opportunity.

Sincerely,

(Name of person)

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