

Employee Announcement Email

Use this email template to announce the HRA

Good news! We have a new employee benefit that we are excited to offer you as a valued member of our team. Our company is going to reimburse you for your own individual health insurance. Every month, we'll reimburse you (up to a specified amount) for your insurance premiums.

All of this will be through a health reimbursement arrangement (HRA), and we've partnered with a company called Take Command Health who will help us administer it. If you haven't already, you will receive an email from their platform that invites you to log in and begin the process of shopping and enrolling in an individual health plan. Here is what you need to do to get started:

1. Be on the lookout for an email from Take Command Health (check your spam folders)
2. Create your own personal login
3. Begin shopping for an insurance plan (you can do this through the platform—they have enrollment specialists available for help)
4. Upload documents and set up recurring reimbursements (plans purchased through the platform are automatically set up for you)

If you'd like to learn more or set up a call with an Enrollment Specialist, click here (<https://www.takecommandhealth.com/welcome-to-take-command-health>) to visit Take Command Health's resource center.

Let me know if you have any questions!

Thanks,

