**FSA Open Enrollment Communications:**

Customize this email for use with your open enrollment communications.

**TO: <ALL COMPANY EMPLOYEES>**

**FROM: <HUMAN RESOURCES DIRECTOR, or MANAGER.>**

**SUBJECT: Get more control of your health care dollars**

At <COMPANY NAME,> your health and well-being are our top priorities. We’re committed to providing benefits that help you get the right care, in the right setting, at the lowest cost. I’m excited to tell you about a new benefit option that will do just that.

During this year’s open enrollment, coming up <DATES HERE,> you’ll have the opportunity to enroll in a great new tool to help manage health care costs, a flexible spending account (FSA). An FSA is a personal expense account that works with your health plan. Each year you can set aside a portion of your salary pretax, and use that money to pay for medical costs not paid for by your health plan.

Contributions made to your FSA are tax-free, and can be used tax-free to pay for qualified medical expenses. The amount you select is withheld pretax from your pay in equal portions throughout the year and put into your FSA. Any unused money may be forfeited at the end of the year or grace period.

Learn more about the new FSA in the attached FSA Essential Guide. You can also find information and resources for FSAs and types of health care accounts at the [Horizon MyWay learning center](https://learn-horizonmyway.hellofurther.com).

Watch for open enrollment information at <NAME OF COMPANY BENEFITS PORTAL OR WEBSITE> in the coming days and weeks. You’ll find out how an FSA helps you get the right care, in the right setting, at the lowest cost. Together, we can work to bring down the rising costs of health care.