

Open enrollment reminder email template

A short final reminder before the open enrollment window closes.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

Most employees enroll in the last few days of the window, and a few always miss it. A short reminder three to five days before the deadline, and another on the last day, catches most of them. Keep it brief and urgent, and repeat the one or two actions that matter most, like re-enrolling in an FSA.

If your benefits platform can show who hasn't logged in or completed enrollment, send a targeted version to those employees only. People who already enrolled appreciate not getting another email. Pair this with the open enrollment announcement .

Version 1: Final week reminder

SUBJECT [Number] days left: open enrollment ends [Date]

Hi everyone,

Open enrollment closes on [Day, Date] at [Time] [Time zone]. After that, you can't change your benefits until next year unless you have a qualifying life event.

Before the deadline:

- Re-enroll in your health FSA or dependent care FSA if you want one next year. These don't carry over.
- Check that your dependents and beneficiaries are correct.
- Review the new costs for [Year]: [Link]

Enroll here: [Portal link]

Questions? Contact [Benefits contact] today so we can help before the deadline.

[Benefits team]

Version 2: Targeted reminder

SUBJECT You haven't completed open enrollment yet

Hi [Employee first name],

Our records show you haven't yet completed open enrollment, which ends [Date].

If you do nothing, [your current medical, dental, and vision elections will continue / you will have no coverage for Year]. [Any FSA or HSA election will end on December 31.]

It takes about 10 minutes: [Portal link].

Need help? Reply here or call [Phone].

[Benefits contact]

Subject lines to try

- [Number] days left: open enrollment ends [Date]
- Last day for open enrollment
- You haven't completed open enrollment yet
- Reminder: benefits choices due [Date]
- Final call: FSA elections close [Date]

How to personalize it

- Say exactly what happens if they do nothing.
- Send targeted reminders to people who haven't logged in.
- Include the time zone for the deadline.
- Offer a phone number or office hours for last-minute help.

Mistakes to avoid

- Repeating the full benefits summary.
- Sending reminders to people who already finished.
- Changing deadlines without telling everyone.
- Threatening tone. A reminder should help, not scold.

When to send it

Five days before the deadline and again on the morning of the last day. For distributed or deskless teams, add a text or app notification on the final day.

Before you hit send

- Dates, deadlines, and costs match the plan documents and carrier materials.
- Medical details stay between the employee and HR, not the manager or team.

- Required notices, such as FMLA forms or the Summary of Benefits and Coverage, are attached or scheduled.
- The employee knows exactly who to call, with a phone number.
- State leave programs and paid sick leave rules were checked for the employee's work location.

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